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A Professional Research and Knowledge
Taxonomy for Youth Development:

Youth Program Management
January 1990 - July 1991
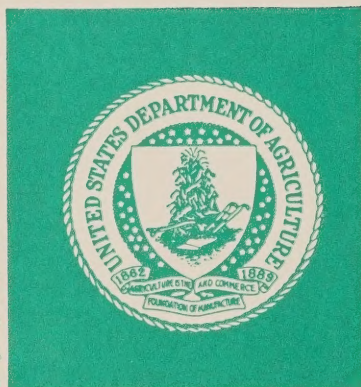
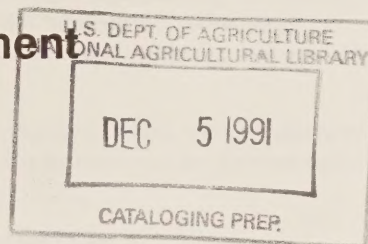A Professional Research and Knowledge
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Updates February 1990 issue

Rebecca S. Thompson
Youth Development Information Center

**Youth
Development**

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TWX/TELEX	Number is 710-828-0506 NAL LEND. This number may only be used for ILL requests.
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Heartland, IA 56789

Dr. Smith Faculty Ag School

Canadian Journal of Soil Science 1988 v 68(1): 17-27
DeJong, R. Comparison of two soil-water models under semi-arid growing conditions
Ver: AGRICOLA
Remarks: Not available at IU or in region.
NAL CA: 56.8 C162

Auth: C. Johnson   CCL   Maxcost: $15.00

MORE

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**A Professional Research and Knowledge
Taxonomy for Youth Development:**

Youth Program Management
January 1990 - July 1991

Search Strategy

S1	1790	(4H( )PRK OR 4HPRK?)/ID
S2	818	S1 AND UD = 9001:9999
S3	167	S2 AND YOUTH( )PROGRAM( )MANAGEMENT/ID

SAMPLE CITATIONS

Citations in this bibliography are from the National Agricultural Library's AGRICOLA database. An explanation of sample journal article, book, and audiovisual citations appears below.

Journal Article:

Title .... *Publisher* .... *Journal Title*

Arizona meets fast food marketing challenge.

Author — Morrison, S. B. Denver, Colo. : American School Food Service Association. School foodservice

Place of Publication — journal. Sept 1987. v. 41 (8). p. 48-50. ill. (NAL Call No.: DNAL 389.8.SCH6).

Date ... *Volume* ... *Issue* ... *Pages* .... *NAL Call Number*

Book:

Title .... *Publisher* ... *Date*

Exploring careers in dietetics and nutrition /by June Kozak Kane.

Author — Kane, June Kozak. New York : Rosen Pub. Group, 1987. Includes index. xii, 133 p. : ill. ;

Place of Publication — 22 cm. Bibliography: p. 126. (NAL Call No.: DNAL RM218.K36 1987).

NAL Call Number ... *Total no. of Pages*

Audiovisual:

Title ... *Place of Publication* ... *Publisher* ... *Date*

All aboard the nutri-train.

Author — Mayo, Cynthia. Richmond, Va. : Richmond Public Schools, 1981. NET funded. Activity

Media Format — packet prepared by Cynthia Mayo. 1 videocassette (30 min.) : sd., col. ; 3/4 in. + activity

Length — packet. (NAL Call No.: DNAL FNC TX364.A425 F&N AV).

NAL Call Number ... *Description (sound, color, size)*

Background

The Professional Knowledge and Research Base of Extension 4-H Youth Development (4hprk) was a project funded by the Extension Service, U.S. Department of Agriculture. Two Land-Grant Universities cooperated with officials from the Extension Service and the National Agricultural Library (NAL) to identify the knowledge and research base of Extension 4-H Youth Development education and to abstract/compile the foundation materials to strengthen research-based 4-H youth development education throughout the United States.

Professional Research Knowledge Taxonomy Created

The Cooperative Extension Service, Mississippi State University completed the identification, collection, and annotation of works of research and inquiry related to Extension 4-H Youth Development from the academic, public and private sectors. The Ohio Cooperative Extension Service completed the identification and compilation of the knowledge base dimension of the project. This compilation represents the resources most frequently identified by Extension 4-H Youth Development professionals in the States as cornerstones for their educational programs.

The resources were subsequently sorted for the use of educators according to the five (5) basic component areas that comprise the identified knowledge base from which 4-H youth development proceeds: Communication, Educational Design, Youth Development, Youth Program Management, and Volunteerism.

Resources Housed at the National Agricultural Library (NAL)

A collection of resources identified as the "4-H professional, research and knowledge base" (4hprk) is currently being assembled at NAL. Key research, books, and journal articles are being processed for the collection and subsequently added to AGRICOLA, NAL's national and international electronic database.

This bibliography, *A Professional Research and Knowledge Taxonomy for Youth Development: Youth Program Management*, was created by using the identifier "4hprk youth program management" during a search of the AGRICOLA database. This update includes literature added to the AGRICOLA database between January 1990 and July 1991. Readers will find such subject matter as: the Cooperative Extension Service and 4-H philosophy and mission, needs assessment, program design, program implementation, and program redirection.

Copies of the publications are available through the interlibrary loan system of university and local libraries.

Accessibility to published literature is one of NAL's goals. Please refer to the "Document Delivery Services to Individuals" policy statement at the beginning of this bibliography for information on how to obtain copies of these items.

Youth Development Information Center
Established at the National Agricultural Library

One result of this tremendous effort has been the formation of the Youth Development Information Center located at NAL. A joint project of the Extension Service and the National Agricultural Library, the Center's staff assist youth development professionals access the resources of the Library. The staff also assist the National Association of Extension 4-H Agents as they continue to identify and abstract resources for the 4hprk collection.

The Center staff work with other youth development agencies and organizations in the establishment of national youth information networks. Staff also identify materials for the national collection.

Services offered by the Center's professionals include: answering specific questions, referring users to other agencies and organizations, and conducting literature searches in a variety of databases.

0001
Achievement goals in the classroom: students' learning strategies and motivation processes.
JLEPAX. Ames, C. ; Archer, J. Arlington, Va. : American Psychological Assoc. Journal of educational psychology. Sept 1988. v. 80 (3). p. 260-267. Includes references. (NAL Call No.: DNAL LB1051.J6).
We studied how specific motivational processes are related to the salience of mastery and performance goals in actual classroom settings. One hundred seventy-six students attending a junior high/high school for academically advanced students were randomly selected from one of their classes and responded to a questionnaire on their perceptions of the classroom goal orientation, use of effective learning strategies, task choices, attitudes, and causal attributions. Students who perceived an emphasis on mastery goals in the classroom reported using more effective strategies preferred challenging tasks, had a more positive attitude toward the class, and had a stronger belief that success follows from one's effort. Students who perceived performance goals as salient tended to focus on their ability, evaluating their ability negatively and attributing failure to lack of ability. The pattern and strength of the findings suggest that the classroom goal orientation may facilitate the maintenance of adaptive motivation patterns when mastery goals are salient and are adopted by students.

0002
Adding value to leadership gets extraordinary results.
Sergiovanni, T.J. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. May 1990. v. 47 (8). p. 23-27. ill. Includes references. (NAL Call No.: DNAL L11.E38).
Two types of leadership are described: transactional leadership, which focuses on extrinsic motives and needs; and transformative, which focuses on higher-order, intrinsic, moral motives and needs. The author describes the stages of leadership (leadership by bartering, leadership by building, leadership by bonding, and leadership by banking) and how each stage comprises distinct school improvement.

0003
Administrative response to the threat of fiscal decline in the cooperative extension service /by Robert Franklin Long, Jr.
Long, Robert Franklin, 1948-. 1987. Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1987. Typescript.~ Vita.~ Available on microfilm from University Microfilms. v, 146 leaves, bound ; 29 cm. Bibliography: leaves 142-144. (NAL Call No.: DNAL S544.L6).
Abstract: The purpose of the study is the examination and analysis of administrative response to a threat of fiscal decline in the Cooperative Extension Service. The primary emphasis is on the relationships of a threat of fiscal decline on the dicision-making processes and the decision choices that are considered and selected by the administrators. It draws generalizations concerning factors and related actions which contribute to the relative success or failure of the administrative response to a threat of fiscal decline.

0004
Adult development implications for staff development /author: Judy-Arin Krupp.
Krupp, Judy-Arin. Colchester, CT : Regional In-Service Education ; Manchester, CT : Judy-Arin Krupp distributor , c1981. vi, 160 p. : ill. ; 28 cm. Bibliography: p. 149-160. (NAL Call No.: DNAL LC5219.K78).
Abstract: This book was designed as a handbook to use to link stages of adult development to staff development. The first chapter defines relevant terms and describes the life line. Following this the author discusses each stage of adult development and the implication of this stage development. Stages included are: late teens to early twenties, the twenties, the thirties, the forties, late middle adulthood, the fifties, and the sixties into retirement.

0005
Assessing needs for organizational development, staff development and management during periods of organizational and enrollment decline in a not-for-profit, nonformal educational system /by Glenn J. Applebee.
Applebee, Glenn J. c1988. Thesis (Ph.D.)--Cornell University, 1988. Cover title. xvii, 313 leaves : ill. ; 28 cm. Includes bibliographical references (leaves 307-313). (NAL Call No.: DNAL LB2806.25.A6).
Abstract: This dissertation examines some of the effects of societal, organizational, and programmatic changes on one cooperative extension system. Determination was made of changes in human resource allocations, system wide program enrollments, program offerings, communication strategies, enrollment management strategies, and some values of professional staff which led to recommendations for management strategies meant for not-for-profit nonformal educational organizations. Some conclusions are: there are contrasts between actual enrollment figures and perceptions of professional managers; there are different reasons for decline and different types of audiences for programs depending on county types; there is lack of clarity of what is the policy of the organization in relation to enrollment; and the system is attractive to populations which may not have the greatest need for educational programs.

0006
Beyond traditional county programs: determining needs and questioning assumptions.
Ferry, N.M. ; Kiernan, N.E. Madison, Wis. : Extension Journal. Journal of extension. Winter 1989. v. 27. p. 9-12.

Includes references. (NAL Call No.: DNAL 275.28 J82).
A random sample of 540 residents of a multicounty area of Pennsylvania were surveyed by telephone. The author examined the effect of age, gender, and employment status on interest in Extension program topics. The findings contradicted Extension agents' assumptions. The study concluded: 1) gender does not influence the amount of interest in program topics; 2) young women (20-34) are more interested in the topics than both middle-age and older women; 3) men expressed the same need for information regardless of age; 4) both employed men and employed women have a higher interest in the topics than nonworkers. Bar charts are used to present the findings of the study. The author found that Extension needs to develop a wider array of program topics and to tailor them to specific target audiences, thus avoiding serving only the needs of select groups with traditional topics.

0007
Big-city imperative: agenda for action. Issues for urban programming into the next century.
Krofta, J. ; Panshin, D. Madison, Wis. : Extension Journal. Journal of extension. Fall 1989. v. 27. p. 7-8. Includes references. (NAL Call No.: DNAL 275.28 J82).
This article addresses the role of the Cooperative Extension Service in large cities. The authors outline three possible scenarios for Extension's future role in cities with a population of 100,000 or more. Advocating the role of Extension as a problem-solving link, the authors list areas where opportunities exist for developing Extension programs in large cities. They also include factors which should be included in a plan of actions for these cities.

0008
Boys Clubs of America--"the clubs that beat the streets".
Lutin, M. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Fifth of a series: Youth at Risk. Feb 1990. v. 12 (2). p. 7-9. ill. (NAL Call No.: DNAL HV471.Y68).
Boys Clubs of America is the nation's only major youth organization with primary focus on girls and boys from disadvantaged circumstances. Clubs provide a haven where young people can have fun while developing the skills they will need to become productive and contributing adults. Programs are described which are meeting the needs of youth at risk in today's society.

0009
Breaking the cycle of welfare dependency.
Drake, F. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Nov/Dec 1989. v. 11 (9). p. 16-26. ill. (NAL Call No.: DNAL HV471.Y68).
This thesis is an attempt to advance and support through research and historical data, the concept that with the proper program model and design, the cycle of intergenerational welfare can be broken. There are five critical levels of interventions: 1) exploring the internalized self, 2) self-discipline and self-fulfillment, 3) self-esteem and self-determination, 4) youth empowerment and 5) mental and physical empowerment. The author stresses that for this nation's healthy development, blacks and other minorities whose numbers are increasing faster than whites must become contributors to social and economic progress to their fullest potential.

0010
Building human capital4 model programs /Cooperative Extension System.
Washington, DC : U.S. Dept. of Agriculture, Extension Service, 1988. VHS.~ Title from cassette label. 1 videocassette (11 min., 28 sec.) : sd., col. ; 1/2 in. (NAL Call No.: DNAL Videocassette no.693).
Abstract: This videocassette is a presentation about four model programs developed by Cooperative Extension at the state level. The first example described is a program, developed in Minnesota, for former farmers who are in career transition. The second program is the course "Master Money Manager" for adults and high school students, which was developed by the Alabama Cooperative Extension. The third example is "Dare to Be You," a peer counseling program, developed in Colorado, for preteen youth at risk. The last model program, developed in Arizona, is a five part course designed to teach individuals how to care and support in times of need.

0011
Camp emergency plans and medical standing ordersB. Tuck.
Tuck, B. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference.". 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.164).
Abstract: The need for risk management in 4-H camping programs is of paramount importance to all Extension agents involved with 4-H camping program activities. One area of concern is in the development of emergency plans and medical standing orders. This seminar will present tried and tested ideas in conjunction with audio-visual materials and handouts on how to develop an effective and workable set of plans. Participants will better understand the mechanics of developing an effective set of emergency plans and standing orders.

0012
Camp standards with interpretations for the accreditation of organized camps.
Martinsville, IN : American Camping Association, 1986, c1984. Pages 114-116, blank for notes. iii, 116 p. : forms ; 28 cm. (NAL Call No.: DNAL GV198.A38A4 1986).

Abstract: This publication contains
American Camping Association (ACA)
standards for camps and camping
programs. The purpose of these standards
is to assist administrators provide a
quality camp experience for participants
and to assist the public in selecting
camps which meet industry-accepted and
government-recognized standards. Topics
include: standards for camp
accreditation, standards for site
approval, personnel standards, program
standards, health care standards, and
administration of the standards program.
A large appendix containing sample forms
for a wide range of camping related
activities is included.

0013
**The career indecision of managers and
professionals: development of a scale
and test of a model.**
Callanan, G.A. ; Greenhaus, J.H. Duluth,
Minn. : Academic Press. Journal of
vocational behavior. Aug 1990. v. 37
(1). p. 79-103. Includes references.
(NAL Call No.: DNAL HF5381.A1J68).
Career indecision of 397 managers and
professionals was the target of this
study. This research particularly sought
to formulate a conceptual definition,
develop and test a preliminary model,
and to develop and validate a measure of
career indecision as it relates to the
adult working population. Factor
analysis revealed seven potential
sources of career indecision.

0014
**The change masters innovation for
productivity in the American corporation
/Rosabeth Moss Kanter.**
Kanter, Rosabeth Moss. New York : Simon
and Schuster, c1983. 432 p. ; 24 cm.
Includes bibliographical references and
index. (NAL Call No.: DNAL HD45.K33).
Abstract: This book discusses the
attitudes of management toward change
and the perspectives on innovation that
are necessary for increased
productivity. The author argues that
American corporations are at a critical
watershed because of the transforming
economic and social environment. This
new context makes past responses less
effective and encourages the search for
ways to involve the entire work force in
innovative problem solving. The skills
needed to master change are addressed.

0015
**The changing world of the executive
/Peter F. Drucker.**
Drucker, Peter Ferdinand, 1909-. New
York, N.Y. : Times Books, c1982. "A
Truman Talley book."~ Includes index.
xiv, 271 p. ; 24 cm. (NAL Call No.: DNAL
HF5500.2.D77).
Abstract: This collection of essays
discusses the role of managers in our
society which has become dependent upon
organizations and their performance. The
common theme of these works is the
changing world of the
executive--changing within the
organization in respect to the visions,
aspirations, and characteristics of
employees, customers, and constituents;
and changes outside the organization
economically, technologically, socially,
politically. The objective of the book
is provide insight and understanding
into the world of the executive and to
create an "executive agenda"--how can I
and my organization perform more
effectively?

0016
**Charting the territory of nonprofit
boards.**
Chait, R.P. ; Taylor, B.E. Boulder,
Colo. : The Journal. Harvard business
review. Jan/Feb 1989. v. 67 (1). p.
44-45, 48. (NAL Call No.: DNAL 280.8
H262).
The authors define the role of a board
trustee as that of governing the
organization, monitoring quality, and
seeing to it that the organization
fulfills its mission. The authors
contend that many trustee boards do not
govern. They get bogged down in
operating details, matters that are best
left to staff, while ignoring the very
issues that could determine the
organization's success or failure. The
authors suggest several reasons for
trustees to remain in a governing role
rather than a management role: the loss
of perspective, the loss of
institutional vitality and the loss of
talent. Reasons given why trustees may
be pulled into chronic involvement with
operational activities included:
trustees may have specialized knowledge,
trustees may have a special interest,
some trustees would rather act than
delegate and trustees may manage in
periods of external turbulence and
crisis. Organizational policy making and
board involvement are discussed.

0017
**Child care: corporate responses to
employees' needs.**
JHOEA. Walter, K.D. ; Goldsmith, E.B.
Alexandria, Va. : American Home
Economics Association. Journal of home
economics. Spring 1990. v. 82 (1). p.
21-24, 61. Includes references. (NAL
Call No.: DNAL 321.8 J82).
Affordable child care is a concern of
every working parent. Corporations are
starting to respond to the needs of
their employees by providing on- or
near-site child care centers. Options
available to companies are discussed.
The home economist also needs to become
involved in this issue through research,
teaching and assisting companies who
want to develop child care centers.

0018
**A Children's defense budgetFY 1989, an
analysis of our nation's investment in
children.**
Washington, D.C. : Children's Defense
Fund, c1988. xlii, 313 p. : ill. ; 28
cm. Includes bibliographical references.
(NAL Call No.: DNAL HV741.C4).
Abstract: This text reviews the current
status of child welfare in the United
States and examines federal governmet
programs to improve the circumstances of
children and families. Statistical
analysis of the FY1989 federal budget is

provided through the extensive use of graphs, charts and tables. The objective of the children's Defense Fund (CDF) is to educate the nation about the needs of children and encourage preventive investment in children before they get sick, drop out of school, suffer family breakdown, or get into trouble. This publication presents CDF's critique and recommendations regarding child welfare in the United States and government activities in assisting youth at risk.

0019
Citizen participation in federal programsa review by Hans B.C. Spiegel.
Spiegel, Hans B.C. Washington, D.C. : Journal of voluntary action research, 1971 . Cover-title. 31 p. 28 cm. Includes bibliographical references (p. 23-31). (NAL Call No.: DNAL JK1764.S6).
Abstract: This monograph provides a historical look a citizen participation in federal programs since 1930. Regulations and actual administrative enforcement of citizen participation is reviewed by several government agencies. The nature of citizen participation at the local level and citizen participation as a political process is discussed. Questions are raised and predictions are made about possible future trends of citizen participation in federal programs.

0020
A closer look at needs analysis and needs assessment: whatever happened to the systems approach?.
Benjamin, S. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Literature review. Oct 1989. v. 28 (9). p. 12-16. Includes references. (NAL Call No.: DNAL LB1028.5.N3).
This review of literature compares and contrasts the current thought and practice as it relates to analysis and needs assessment. The author offers recommendations designed to restore systems thinking to the front-end analysis.

0021
Coalitions, cooperation, and collaboration: an adventure in learning.
Astroth, K.A. Chevy Chase, Md. : National Association of Extension 4-H Agents. News & views. Oct 1990. v. 43 (4). p. 13, 15-16. Includes references. (NAL Call No.: DNAL S533.F66N42).
The author argues that too many professions are using the concepts of coalition, cooperation, and collaboration as if they were interchangeable. There is a significant difference between a coalition and a collaboration; real collaboration is difficult at best and even rarer in practice. Astroth has developed the 4-C's Model of Establishing Linkages (Collaboration, Communication, Coalition, Cooperation) to explain the deliberate process of establishing strategic alliances. Four levels are defined, working from least risk (Communication) to the most difficult level of working together

(Collaboration). Using this model, Extension can capitalize on its experience, and move on to exploring ways of establishing linkages across agency lines.

0022
Commitment to qualitya process for evaluating and improving core program.
New York, NY (771 First Ave., New York, 10017) : Boys Clubs of America, 1988? . Cover title.~ "08/88"--Cover p. 4. 48 p. : forms ; 28 cm. + 1 pamphlet. (NAL Call No.: DNAL HQ796.C6).
Abstract: This guide for leaders of Boys and Girls Clubs applies business management principles of quality to the management of youth clubs. The first section introduces development of a quality assurance program within the club and explains the function of the quality improvement process. The next section is a series of Quality Program Statements for club leaders to use for an annual assessment of their club. Forms are included for club climate, staffing and supervision, cultural enrichment, the daily program, the year-round program, health and physical education, personal and educational development, citizenship and leadership development, and social recreation. A list of resources and sample forms are included. A packet of programs, resources, and opportunities offered by the Boys Club of America is included with the book.

0023
Communication-age trends affecting extension: Future technological and organizational trends.
Ezell, M.P. Madison, Wis. : Extension Journal. Journal of extension. Fall 1989. v. 27. p. 22-25. Includes references. (NAL Call No.: DNAL 275.28 J82).
The author summarizes trends which Extension leaders need to consider as society moves into a communication age. The trends are divided into fifteen technological trends and ten organizational trends. Some of the trends mentioned include: workstations, data storage, conferencing, telecommuting, productivity, and time shifting.

0024
Community group leadership.
Koneya, M. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 18-25. Includes references. (NAL Call No.: DNAL HV91.J68).
This article looks at basic leadership and group process principles which can be applied to community-based organizations. It examines: balance of power, appropriate leadership styles, source of power and phases of group development.

0025
The Community team manualsetting up your prevention program.
Springfield, Mo : National Federation of Parents for Drug-Free Youth, 1988? . Cover title.~ A joint production of the National Federation of Parents for Durg Free Youth and Bernalillo County Families in Action. iv, 40 p. : ill. ; 28 cm. Includes bibliographical references (p. 40). (NAL Call No.: DNAL HV5825.C6).
Abstract: The purpose of this manual is to provide guidelines for creating community parent groups for prevention of adolescent drug abuse. The book includes tips for getting started and organized, guidelines for setting goals and objectives, marketing strategies, fund raising hints, networking ideas, keys to parental involvement, an outline for a drug free party, discussions on volunteers and youth, ideas for influencing the legislative process, and descriptions of prevention programs. Included in the manual are a guide to selecting education materials, adresses of related organizations, and examples of existing programs for these youth at risk.

0026
The comprehensive guide to successful conferences and meetings detailed instructions and step-by-step checklists /Leonard Nadler, Zeace Nadler.
Nadler, Leonard. ; Nadler, Zeace. San Francisco : Jossey-Bass, 1987 (1988 printing). Includes index. xix, 447 p. ; 26 cm. Bibliography: p. 431-433. (NAL Call No.: DNAL AS6.N24 1987).
Abstract: This book is a step-by-step guide to planning productive conferences and meetings. The authors begin with a discussion of conferences and meetings, including definitions of terms commonly used in the planning process. Next, each aspect of designing a conference is presented. Included are the following topics: site selection, meeting rooms, speakers, audiovisuals, food and beverage events, exhibits, marketing, public relations, transportation, entertainment, budgeting, registration, and program books. The authors conclude with chapters on evaluation, conduting the conference, and resources for those who plan conferences and meetings. Each chapter begins with a checklist of items which should be considered in that particular step of the process and then addresses each of the items on the checklist in more detail.

0027
Connections clientele problems, long-range plans, major programs : a "how to" handbook for developing extension long-range plans and major programs /by Laverne B. Forest, Connie McKenna, Jane Donovan.
Forest, Laverne B. ; McKenna, Connie.~Donovan, Jane. Madison, Wis. : Cooperative Extension Service, University of Wisconsin--Extension, 1986 . "April 1986.". v, 56 p. : ill. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL LC1072.P57F6).
Abstract: This handbook focuses on the development of long-range and major program plans. The first chapter defines long-range plans and their relationship to major programs. The next section explains the process of determining high priority problems as a basis for major programs. The third chapter discusses the process of developing major programs and choosing the content of programs. The final section makes suggestions on how to complete major program plans.

0028
Consulting group recommendations59th National 4-H Conference, April 9-15, 1989, Washington, D.C.
Washington, D.C.? : U.S. Department of Agriculture, Cooperative Extension System, 1989 . Cover title.~ "Consulting group and ambassador reports"--Contents p. 22 p. ; 28 cm. (NAL Call No.: DNAL aS533.F66N3 1989).
Abstract: This report by the delegates participating in the 1989 4-H Conference focuses on Cooperative Extension's new initiative, youth at risk. The first section outlines the potential competency of youth and lists recommended areas to consider, including life skills, technical skills, global unity, self responsibility, and marketing. The second section addresses the role of youth in coalitions and partnerships. The next section gives ideas for teaching coping skills to children in four areas: values, self development, relationships, and environment. Following this is a section on contributory skills needed for communication, leadership, and cooperation. The last chapter is the report of the ambassador group. Each section includes goals and recommendations in several areas.

0029
The Cooperative Extension Game.
Brubaker, L. ; Etling, A. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 37. (NAL Call No.: DNAL 275.28 J82).
A simulation game has been developed to expose participants to a "whole view" perspective of Extension. The Cooperative Extension Game is designed to increase employees' and volunteers' understanding of Extension. The Cooperative Extension Game can be used by Extension agents with advisory committees, volunteers, 4-Hers and new Extension employees. The game begins as participants play the roles of Extension professionals and volunteers. They develop programs for specific county situations. As they go through the planning process using cards and the game board, participants learn the cooperative efforts needed to get funding, recruit volunteers, and implement programs.

0030
**Cooperative Extension System launches
national Youth at Risk Initiative.**
Irby, J. ; Calvert, P. Washington, D.C.
: Youth Policy Institute Inc. Youth
policy. July/Aug 1989. v. 11 (7). p.
5-8. ill. (NAL Call No.: DNAL
HV471.Y68).
This article provides background on the
Cooperative Extension System and the
Youth at Risk Initiative. This
initiative seeks to expand Extension's
outreach to more youth, particularly
those who are most vulnerable because of
poverty, lack of parental support, and
negative peer pressure. Model programs
are described in the critical needs
areas: self-esteem, careers and
employment skills, fitness and health,
reading and technology literacy,
parental support, child care, problem
solving/decision-making skills and
futuring.

0031
**Corporate cultures the rites and rituals
of corporate life /Terrence E. Deal and
Allen i.e. Allan A. Kennedy.**
Deal, Terrence E. ; Kennedy, Allan A.
Harmondsworth : Penguin Books, 1988,
c1982. Includes index. viii, 232 p. ; 20
cm. Bibliography: p. 197-209. (NAL Call
No.: DNAL HD2785.D3).
Abstract: This book discusses the
values, beliefs, rites and rituals that
characterize the culture within
individual corporations. The authors
examine the shared culture which exists
within certain successful organizations
and how these practices achieve results.

0032
**County 4-H council handbook / William S.
Mauk, author .**
Mauk, William S. Raleigh, N.C. : North
Carolina Agricultural Extension Service,
 1977 . Cover title.~ "4H 0-1-77"--T.p.
verso. 30 p. : ill. ; 28 cm. (NAL Call
No.: DNAL S533.F66M326).
Abstract: This handbook was designed for
4-H members who are delegates to the
County 4-H Council. It identifies the
four main areas of responsibility of a
delegate: to prepare for Council
meetings, to attend and participate in
Council meetings, to report back to the
local 4-H club, and to work on Council
activities. The handbook lists the
typical agenda of a 4-H Council meeting,
the duties of 4-H Council officers,
types of committees to be formed and
their goals, and ways the 4-H Council
can help local 4-H clubs. Also included
in the handbook are steps to putting
together the council's budget, various
checklists to be followed, and an
example of a County 4-H Council
constitution.

0033
Cross cultural learning with the Navajo.
Luckmann, C. Boulder, Colo. :
Association for Experiential Education.
The Journal of Experiential Education.
Fall 1989. v. 12 (3). p. 23-27. (NAL
Call No.: DNAL L11.J68).
The author describes the outcome of an
experiment in cross cultural living

involving nine Seattle junior and
seniors living for four weeks in two
traditional communities on the Navajo
Reservation at Big Mountain and Rock
Point, Arizona. The purpose of the the
trip was for the high school students to
learn first hand the differences in
cultures and social values between
themselves and the Navajos. It also gave
them an understaff of being a minority.
Upon returning to Seattle, the students
prepared a book and made a presentation
to their student body on their
experiences.

0034
**Curriculum development guide for 4-H and
youth programs / Wayne L. Hankel .**
Hankel, Wayne L. Fargo, N.D. : NDSU
Extension Service, 1990? . Cover title.
1 v. (various pagings) : ill. ; 28 cm.
(NAL Call No.: DNAL S534.N9H3).
Abstract: This publication reviews the
philosophy, process, methods, and
purposes of 4-H and other youth
programs. Topics include: program
foundation; curriculum committees and
action councils; life skills and
development; educational criteria;
program evaluation; and publications.

0035
**Dealing with co-workers &
volunteersGinny Diem.**
Diem, Ginny. Stacy, MN : Spectra
Photo/Audio, 1989? . Presented at the
43rd Annual Conference of the National
Association of Extension 4-H Agents,
Mobile, Alabama, Nov. 5-9, 1989.~ "1989
NAE4-HA Annual Conference."~ Title in
program book: Dealing more effectively
with co-workers and volunteers.~
"414-T8.". 2 sound cassettes (ca. 180
min.). (NAL Call No.: DNAL Audiocassette
no.181).
Abstract: Every day, we come in contact
with co-workers, volunteers, family
members, and friends--each with a
different background and personality.
How can we more effectively work with
all of these people? Based on research,
this workshop will present
management/supervision and leadership
styles. Learn how to lead and influence
people without dictating. Discussion and
role-playing will be the main methods of
learning coping mechanisms and teamwork
strategies and of developing
communication skills. Participants of
this workshop will identify practical,
usable skills that can be used in a
variety of settings in county 4-H
programs.

0036
**Delphi technique progress report
developing a national 4-H youth
development research agenda /a project
conducted by the Mississippi Cooperative
Extension Service, Mississippi State
University ; Shirley W. Hastings,
project director.**
; Hastings, Shirley W. Mississippi
State, Miss.? : The Service, 1987 .
"July 2, 1987.". 7, 14 leaves : ill. ;
28 cm. Includes bibliographical
references (leaf 7). (NAL Call No.: DNAL
S533.F66D44).

Abstract: This paper presents justification of the use of the Delphi Technique in the development of a national 4-H Professional Research and Knowledge Base (4hprk). The Delphi technique, developed by the RAND Corporation is useful in encouraging individual thinking, forcing participant action, forcing respondents to move toward a consensus in the process of group decision making. Advantages and limitations of the technique are discussed and the five basic criteria for selecting survey participants are outlined. A Delphi diagram is presented and the paper concludes that "the Delphi technique is an effective approach to long-range predictions" and is the approach to use in planning a national research agenda for the future to meet the needs of professionals in the field of 4-H and youth development.

0037
Determining staff development needs of field-based 4-H professionals in Pennsylvania a professional paper in extension education /by Patrick J. Carroll.
Carroll, Patrick J. 1989. Thesis (M.A.)--Pennsylvania State University, 1989. "December 1989.". x, 114 leaves ; 28 cm. (NAL Call No.: DNAL S533.F66C35).
Abstract: The purpose of the study was to determine areas of professional competence in which field-based 4-H professionals in Pennsylvania needed additional training. A questionnaire, based on 25 professional competencies derived from the 4-H Professional Research and Knowledge Taxonomy (4-H PRK) and two skills relating to "youth at risk," was mailed to all county-based 4-H professionals in Pennsylvania. Respondents perceived themselves as least skilled in dealing with legal concerns of volunteers. In general, competence in those skills relating to youth issues programming was perceived as lower than other skills. Respondents felt that skills relating to youth issues programming were important to their professional responsibilities as 4-H agents. Some differences were found within six demographic variables when respondents' perceptions of the importance of "youth at risk" skills were examined. The majority of respondents (52.3%) identified regional in-service training as the one method they believed would be most appropriate to learn needed skills.

0038
Development of life skills of 4-H club members in Louisiana /by Bruce G. Waguespack.
Waguespack, Bruce G., 1947-. 1988. Thesis (M.S.)--Louisiana State University, Baton Rouge, 1988. Vita.~ "May 1988.". vii, 88 leaves : forms, map ; 29 cm. Bibliography: leaves 70-72. (NAL Call No.: DNAL S533.F66W352).
Abstract.~ The purpose of this study was to investigate the development of competency, coping, and contributory life skills as perceived by 4-H club members in Louisiana. Two parishes from

each of the nine LCES areas, were randomly selected to participate in the study. Data were collected from junior and senior high school 4-H club members during the spring of 1988. The 60 item Life Skill Development (LSD) instrument contains three major scales to measure self perceived development of the major 4-H life skill areas (competency, coping, and contributory), and nine sub-scales representing the 4-H program objectives (health, learning, career dev., resource mgt., self-confidence, cooperation, leisure, leadership, and citizenship). The results indicated that 4-H members agreed that, generally, they have acquired the life skills contained in the 4-H objectives.~ Non-junior leadership club members were more advanced in overall life skill development and competency and coping life development. Female 4-H members were more advanced in development of competency and coping life skills than males. Seniors were more advanced in overall life skill, competency, and contributory life skill development. 4-H members with more years enrolled in 4-H were more advanced in contributory life skill development. 4-H members that indicated more years in the junior leadership program were more advanced in contributory life skill development.

0039
Doing the right thing.
Scheele, C. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Sixth of a series: Youth at Risk. Feb 1990. v. 12 (2). p. 4-6. ill. (NAL Call No.: DNAL HV471.Y68).
For 135 years, the YMCA has believed in helping kids get ahead. New programs designed to meet the needs of todays youth and those at risk are described. Youth Work 2000, a 10-year plan to train and educate YMCA staff and volunteers to reach vulnerable youth is outlined.

0040
The dropout prevention handbook a guide for administrators, counselors, and teachers /Nancy Conover Myll.
Myll, Nancy Conover. West Nyack, N.Y. : Parker Pub. Co., c1988. Includes index. xvi, 208 p. : forms ; 29 cm. (NAL Call No.: DNAL LC146.5.M95).
Abstract: This handbook is intended to help counselors, administrators, and teachers guide teenage students who are having trouble adjusting to the pressures of attending classes. It describes fourteen public school programs that can be used, in part or as a whole, for dropout prevention. These programs can be established by using the guidelines suggested in this book and can be varied as needed, depending on local conditions and environment. The objective is to reach out to young people who are not in school and try to bring them back in. Droupout prevention programs are designed to help students who are affected by drug abuse, premature pregnancy, child molestation, and parental abuses of all kinds, as well as victims of accidents and other traumas who can no longer attend regular

or traditional high school. These programs help stop at-risk youth from dropping out of school by providing an avenue of alternative education that meets their special needs.

0041
Effective marketingKeith Diem.
Diem, Keith. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title on program book: Fitting 4-H for the future: responding to clientele needs of today and tomorrow by developing and implementing a long-range plan to offer priority 4-H programming in your county.~ "414-T15.". 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.169).
Abstract: In a recent study assessing the use of marketing activities by county 4-H programs, long-range planning was found to be one of the least used. And yet, this type of planning may help programs be better prepared in advance to meet diverse clientele needs. Indeed, long-range planning is much more than a plan of work. It is a marketing activity and fundamental program development step which enables an Extension educator to determine the needs of both current and potential program participants and match program strengths to meet those needs. This process ultimately helps clientele by giving them what they're looking for, the overall program by attaining more participants, and even the professional since priorities can be identified and addressed--enabling the educator to focus on strengths and limit or improve areas of weakness.~ This poster session will illustrate a framework for long-range program planning. Participants will be provided tools to assess the value of current or proposed 4-H programs.

0042
Ethical issues and perceptions of importance and frequency by adult educators in the Cooperative Extension System /by Shirley Lake Barber.
Barber, Shirley L. 1989. Thesis (Ph. D.)--University of Minnesota, 1989. "February 1989.". xvi, 314 leaves ; 28 cm. Includes bibliographical references (leaves 138-144). (NAL Call No.: DNAL LB1779.B28).
Abstract: This study examines 27 ethical value dilemmas utilizing a self-report questionnaire to identify (1) the perceived importance of ethical issues in selected dilemmas, and (2) the frequency with which the ethical issues have been experienced. Rest's Four Component Model (1981) posits fours psychological processes are necessary conditions for moral behavior. This study is limited to Component I concerning the ability to recognize moral problems as they arise. The faculty of the Minnesota Extension Service including 4-H agents, adminstrators and specialists comprised the subjects (N=526) for the study.

Procedures for data analysis used descriptive statistics and univariate tests for analysis of variance (ANOVA).

0043
Ethical issues of adult education professionals in the Cooperative Extension System /Shirley Lake Barber.
Barber, Shirley Lake. S.l. : s.n., 1989 . "An excellence in research award poster presentation at the National Association of Extension Home Economists Annual Meeting, Honolulu, Hawaii, September 18-21, 1989.". 4 leaves ; 28 cm. Includes bibliographical references (leaf 4). (NAL Call No.: DNAL LB1779.B3).
Abstract: Research in moral development suggests that professionals can be technically competent but morally deficient. This study examined 27 ethical issues utilizing a self-report questionnaire to identify perceived importance of ethical issues in selected dilemmas the the frequency with which these issues the have been experienced. Rest's (1982) Four Component Model posits that four psychological processes are necessary conditions for moral behavior. Value development in moral judgement deals with that which relates to being just and fair. The faculty of the Minnesota Extension Service comprised the subjects (N=428). Procedures for data analysis used descriptive statistics and univariate tests for analysis of variance (ANOVA).

0044
Evaluating for accountability a practical guide for the inexperienced evaluator /by Barbara J. Sawer.
Sawer, Barbara J. Corvallis, Or. : Oregon State University Extension Service, 1984 . Cover title.~ "July 1984.". iv, 120 p. : ill. : 28 cm. Includes bibliographical references. (NAL Call No.: DNAL LB2822.75.S3).
Abstract: This handbook provides information to extension staff who need to perform program evaluations but have no experience in evaluation. The emphasis is on process and application rather than theory and philosophy. The focus is on evaluating and reporting program results. The handbook is designed for use with ongoing programs that may or may not have previously-identified measurable objectives. The evaluator is required to be able to describe what a program was intended to accomplish and what it appears the program has accomplished. The survey method is used to gather data for the evaluation.

0045
Everyone can win: creative resolution of conflict.
Gaston, N.A. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Summer 1989. v. 7 (4). p. 10-13. Includes references. (NAL Call No.: DNAL HV91.J68).
This article presents the viewpoint that it is synergism, not compromise, which is needed to resolve conflict. The

author provides four case studies to describe this method of conflict resolution. The author concludes with a list of factors which need to be considered when using this approach to manage conflict.

0046
Expansion and review: 4-H/youth development program evaluation--no boundaries.
Rethwisch, D. ; Schneider, M. Chevy Chase, Md. : National Association of Extension 4-H Agents. News & views. July 1990. v. 43 (3). p. 10, 14. Includes references. (NAL Call No.: DNAL S533.F66N42).
These are the steps taken by Extension Agents in Yuma County, Arizona to evaluate the potential for 4-H/Youth Development programs in their county. Recognizing the importance of input representing all geographic and socioeconomic communities, an Expansion and Review Committee was formed, composed of representatives from all ethnic, economic, and special interest groups. An initial survey of this committee found a general consensus that 4-H provided positive learning experiences, but served a primarily white, middle class clientele. Committee recommendations suggested that Extension: 1) reach out to youth and adults of all ages and socioeconomic backgrounds, 2) emphasize life-skills education, 3) give special attention to minority inner-city youth, and 4) make use of school and after-school programs. The county plans to develop a program along the guidelines set by the committee using its members as resource persons.

0047
An exploration of the use of past presidents within volunteer organizations and professional societies.
Blanchard, D.H. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1982. v. 1 (1). p. 26-30. (NAL Call No.: DNAL HV91.J68).
This article reviews the results of a survey conducted to examine the use of skills and expertise of past presidents within specific volunteer organizations. The survey instrument identified 1) areas of endeavor in which past presidents might participate, 2) specific placement procedures whereby past presidents automatically assume a, specific role, and 3) the positive and negative aspects of continued leadership of past presidents within an organization. Recommendations are given from the survey findings.

0048
Extension clientele satisfaction.
Lavis, K.R. ; Blackburn, D.J. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 36. Includes references. (NAL Call No.: DNAL 275.28 J82).
A major finding of a study conducted in 1986 by the Ontario Ministry of

Agriculture and Food and the University of Guelph indicated that people who use Extension more intensively rate it higher tan non-users. The most frequent contact was by print-based mass media, followed by telephone. Regarding satisfaction with functions performed by the Extension Service, "assisting the 4-H program" was rated highest. Also rated highly were the "provision of bulletins and publications" and "information on government programs." Satisfaction with the services provided by the local agricultural offices wasn't significantly related to farm and farm characteristics, with the exception of age. A positive relationship was found between satisfaction and intensity of contact with the local Extension offices.

0049
Extension management in the information age.
Buford, J.A. Jr. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 28-30. Includes references. (NAL Call No.: DNAL 275.28 J82).
This article establishes where Extension is in the transition to an information-age organization. Extension can no longer be organized and managed in a framework that sees the manager as the boss" and everyone else as "the subordinate" if the goal is to retain and motivate our best agents and specialists. On the managerial side, administrators pay lip service to the information-age organization. Some particularly critical needs include: Begin to shift manager focus from command and control to creating a culture of productivity; Develop meaningful rewards, recognition, and career opportunities for agents and specialists; Reduce both the number of managerial levels and the number of managers; and, Accurately measure and reward performance.

0050
Extension trends and directions: historical patterns with future necessary changes.
Meier, H.A. Madison, Wis. : Extension Journal. Journal of extension. Fall 1989. v. 27. p. 11-13. Includes references. (NAL Call No.: DNAL 275.28 J82).
The author presents eleven factors representing trends and directions of the Cooperative Extension Service. Each factor is listed with both a historical trend and future direction for the program as well as a short description of issues related to that factor.

0051
Festival of treesRandall Rucker.
Rucker, Randall. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title on program book: 4-H festival of trees.~ "414-T5.". 1 sound cassette (ca. 90

min.). (NAL Call No.: DNAL Audiocassette
no.166).
Abstract: The 4-H Festival Of Trees is a
Christmas fundraising extravaganza that
grossed nearly $17,000 in kicking off a
County 4-H Foundation Highlighting the
two-day festival were 14 theme Christmas
trees decorated and donated by 4-H
clubs, local businesses, and others. A
Preview Banquet was attended by 150
people at $100 per couple. This included
an auction of 10 trees, netting $2,200.
The public was invited to view the
decorated trees on a Sunday afternoon,
raising an additional $450 in the silent
bidding of a few trees. 4-H clover
fundraising banks were distributed in 37
business locations prior to the festival
as a promotion technique. These same
banks were again used during the
festival to accept $1 votes as
participants helped to select a Preview
Cho ice and a Public Choice tree entry.
I look forward to sharing the process of
how others may raise funds on a large
scale while providing an exciting
community opportunity.~ The 4-H Festival
Of Trees truly symbolizes a Jubilee:
Harvesting Resources For Change.

0052
Findings relative to 4-H.
Washington, D.C. : Extension Service,
U.S. Dept. of Agriculture, 1975 . Cover
title.~ "From: The Gallop study of
public awareness and image of voluntary
youth agencies.". 28 p. ; 26 cm. (NAL
Call No.: DNAL aS533.F66F5).
Abstract: This booklet reports the
results of a Gallup survey concerning
the larger youth-serving organization in
the Nation. The purpose of the survey
was to determine public knowledge and
attitudes concerning various youth
organization as an aid to these
organizations in developing more
effective programs for youth. The report
summary focuses on information related
to 4-H.

0053
Fix the process, not the problem.
Sirkin, H. ; Stalk, G. Jr. Boulder,
Colo. : The Journal. Harvard business
review. July/Aug 1990. v. 68 (4). p.
26-28, 30, 32-33. (NAL Call No.: DNAL
280.8 H262).
Four problem-solving loops have the
potential to help most crisis-driven
organizations resolve their problems.
The success of this process lies in
involving all employees in each of the
progressively more sophisticated problem
solving loops. The loops, from least to
most sophisticated, are: fix as fail
(problem arises and is fixed);
prevention (solution leads to preventive
action); root causes (fewer problems
create time to find underlying causes);
and anticipation (system changes which ·
create time to find improvements).

0054
**Formal education of nonprofit
organization leaders/managers Academic
Focus Group Meeting, Thursday, May 12,
1988, Westin Hotel, Washington, D.C.
/sponsored by Independent Sector's**

**Effective Sector Leadership/Management
Program.**
Washington, D.C. : Independent Sector,
1988? . 62 p. ; 28 cm. Includes
bibliographical references (p. 53).
(NAL Call No.: DNAL HD38.A2 1988).
Abstract: This booklet is a summary of
an academic focus group meeting on
educational programs with nonprofit
leadership, leadership training, and
management as primary goals. The seminar
was held to 1) examine the possibilities
for education of leaders in the private
sector, 2) discusses factors which will
influence programs in the future, 3)
explore leadership training, 4) look at
implementation of programs, and 5)
develop a network of individuals with an
interest in nonprofit management. The
major content of the booklet is
summaries for each of the workshops held
at the symposium.

0055
**Four by four: how do you get managers to
be risk takers?.**
Majer, C. ; Bailey, B.A.~Censor,
J.~Bassin, M. Alexandria, Va. : American
Society for Training and Development.
Training and development journal. July
1989. v. 43 (7). p. 13-20. ill. (NAL
Call No.: DNAL BF636.T7).
If a company is to be successful it must
be willing to allow its managers to take
risks. A company not willing to try new
ideas and fresh approaches risks the
danger of stagnating and creating
long-term irreversible damage. Four
managers from various organizations give
recommendations on how to create an
environment in which risk taking can be
experienced, encouraged, and rewarded.

0056
**Free the children breaking the cycle of
poverty : summary of the 1987 final
report /by the Shelby County Culture of
Poverty Think Tank.**
Memphis, Tenn. : The Think Tank,
1987 . "October, 1987."~ "A program
designed to break the cycle of poverty
in Memphis and Shelby County,
Tennessee.". 63 p. : ill. ; 28 cm. (NAL
Call No.: DNAL HN49.C6S5).
Abstract: This document outlines a
program designed to break the cycle of
poverty in Memphis and Shelby County
Tennessee. The program focuses on
children and youth with plans to attack
the root causes of poverty. The
comprehensive program relies heavily on
the support of parents. Goals, program
start-up, implementation proposals,
first year demonstration program and
evaluation are included.

0057
**Free the children: breaking the cycle of
poverty.**
Ryans, J.D. Washington, D.C. : Youth
Policy Institute Inc. Youth policy. Jan
1990. v. 12 (1). p. 7-13. ill. (NAL Call
No.: DNAL HV471.Y68).
Free the Children is a program aimed at
breaking the cycle of poverty that
begins at birth for thousands of
children. Adopting a holistic approach,
it bypasses the symptoms of the culture

of poverty and attacks its root causes. The program targets a neighborhood while the people in the neighborhood build and rebuild their lives. The article outlines the program goals and objectives.

0058
The frontiers of management where tomorrow's decisions are being shaped today /Peter F. Drucker.
Drucker, Peter Ferdinand, 1909-. New York : Perennial Library, 1987, c1986. Reprint. Originally published: New York : Truman Talley Books, c1986.~ Includes index. xi, 368 p. ; 21 cm. (NAL Call No.: DNAL HD31.D74).
Abstract: This book is a collection of essays which focus on future issues which influence managers today. The author's goal is to give top management insight into the long range effects of their dicisions. Throughout the essays he also focuses on using change as an opportunity. The book is divided into four parts: economics, people, management, and the organization. Topics discussed include the following: the world economy, entrepreneurs, selecting employees, productivity, executives, quality education, labor unions, take overs, automation, and business opportunities.

0059
The future leaders in Extension.
Smith, K.L. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 26-28. Includes references. (NAL Call No.: DNAL 275.28 J82).
The question for Extension is: Who's going to lead us into the new future of Extension? The future will require the type of leader who can (1) initiate the structure necessary to elevate group expectations and show us how to master and motivate institutions and individuals within a complex environment, (2) balance artful leadership with management science, and (3) demonstrate both political and managerial effectiveness with charisma. A free-form organization style is probably the wave of the future. Traditional thinking impedes innovative thought by creating certain blocks such as: Fear of failure, Preoccupation with order and tradition, and Resource myopia.

0060
Futures-oriented public policy education. Anticipatory action research in every Georgia county.
Norman, C. ; Williams, R. Madison, Wis. : Extension Journal. Journal of extension. Fall 1989. v. 27. p. 9-10. Includes references. (NAL Call No.: DNAL 275.28 J82).
The authors describe a model long-range public policy study group that was implemented at the county level. In the article the authors list the objects of the program, which followed an action research model. The five models of the program are briefly explained. These models are the Creation Model, Evolution Model, Leadership Development Model, Information Model, and Awareness Model. To close, the authors summarize the conclusions made from the evaluation of this program.

0061
Girl Scouts of the United States of America.
Lewis, S.D. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Eleventh of a series. Youth at Risk. Oct/Nov 1990. v. 12 (7). p. 21-24. ill. (NAL Call No.: DNAL HV471.Y68).
The Girl Scouts of America organization exposes young girls to many activities in areas such as fitness, math, science, people, and the arts. It also helps girls confront contemporary issues such a child abuse, substance abuse, teenage pregnancy as well as build self-esteem. This article presents three inner-city programs in which the Girl Scouts of America takes its program to disadvantaged children who would be unable to participate otherwise.

0062
Group members' decision rule orientations and consensus.
Beatty, M. Austin, Tex. : International Communication Association. Human communication research. Winter 1989. v. 16 (2). p. 279-296. Includes references. (NAL Call No.: DNAL P91.3.H8).
Emerging research shows that individuals vary in their tendency to make choices that relate to a specific rule orientation. In this study, participants were assigned to groups composed of members who were either identical or different with respect to decision rule orientation. The results indicated that, for interacting groups, consensus was more likely in identical groups than in different groups. This did not hold true for the noninteracting groups. Implications for group consensus and the decision rule orientation construct are discussed.

0063
Growing with the times: a challenge for experiential education.
Kielsmeier, J. Boulder, Colo. : Association for Experiential Education. The Journal of Experiential Education. Fall 1989. v. 12 (3). p. 12-16. ill. (NAL Call No.: DNAL L11.J68).
This article is an adapted version of Jim Kielsmeier's remarks upon accepting the 1988 Kurt Hahn award, recognizing his great contributions and inspirations to the education of youth and the field of experiential education. A brief history is given on Kurt Hahn, his ideas and approaches for his time. The author indicates that because we are of a different time, we must challenge experiential educators to create meaningful roles for the youth of our society if we are to grow into a multicultural context.

0064
Guidelines for cooperating with the Defense Department in local 4-H programminga federal 4-H intern project.
; Mullen, Steve.~Soobitsky, Joel R. Washington, D.C.? : U.S. Dept. of Agriculture, Extension Service, 1980? . Cover title.~ 4-H-25 (8-80).~ Study conducted by Dr. Steve Mullen.~ Advisor to the project: Dr. Joel R. Soobitsky. 25 p. ; 28 cm. (NAL Call No.: DNAL aS533.F66G8).

Abstract: This report summarizes the results of a study of existing and potential cooperation between 4-H and the military and gives suggested guidelines for future cooperative efforts. The report begins with a brief description of the study. Following this, the responses to a telephone survey of 33 states and county 4-H professionals are presented. The report includes case studies of two cooperative programs between the military and 4-H, and a list of selected military organizations and associations. The r eport concludes with a list of factors to consider when initiating and maintaining a cooperation between 4-H and the military.

0065
Healthy expressions of diversity lead to positive group experiences.
Mitten, D. Boulder, Colo. : Association for Experiential Education. The Journal of Experiential Education. Fall 1989. v. 12 (3). p. 17-22. ill. (NAL Call No.: DNAL L11.J68).
A healthy expression of diversity builds strength in a group by offering a variety of expertise, thereby enabling the accomplishment of organizational goals. But the author warns that it is important to distinguish between expression of diversity and suppression of diversity. Many leaders confuse inappropriate rebellion against authority with the expression of diversity. Individual differences not be respected. Group participants should be encouraged to take responsibility for their own safety, health, and well-being which in turn, creates an atmosphere in which major goals can be accomplished.

0066
Help yourself! A guide to getting grants.
Priest, S. ; Clark, D. Boulder, Colo. : Association for Experiential Education. The Journal of Experiential Education. May 1990. v. 13 (1). p. 31-37. Includes references. (NAL Call No.: DNAL L11.J68).
This article explains the grant process, identifies types of organizations that provide funding, and guides the reader on how to obtain a grant. Defining the problem, contacting the funding agency, tips on writing a grant proposal, and a list of references and sources of information are provided.

0067
Home economics teacher educationEmpowerment through difference multicultural awareness in education /editor, Herma Barclay Williams.
; Williams, Herma Barclay. Washington, D.C. : Home Economics Teacher Education Section, American Home Economics Association, c1988. xxi, 357 p. ; 24 cm. Includes bibliographical references and index. (NAL Call No.: DNAL LC3731.E46).
Abstract: This Yearbook of the Teacher Education Section of the American Home Economics Association includes writings from all the major minority groups. This volume discusses the major social and demographic trends affecting American families in general that have particular impact on minority families. These issues include health care, poverty, dual-income families, elder care, and problems in urban communities. Home economists are urged to join with others in pressing for the type of public policies that will make it possible for minority families enhance the quality of family life.

0068
How education can be of U.S.E.
Ammons, D.H. Tucson, Ariz. : Associates for Youth Development. New designs for youth development. Winter/Summer 1989. v. 9 (1/3). p. 61-62. ill. Includes references. (NAL Call No.: DNAL HQ793.N48).
Twenty Indiana counties were studied to determine the relationship between participation in 4-H beef, clothing, foods, horse and pony projects, and career selection. Twenty boys and twenty girls in each of the four projects were randomly selected to complete a mailed questionnaire. The survey sought: (1) the degree project involvement influenced career selection, (2) participant's sex, (3) participation tenure of members, (4) perceptions of the degree the projects influenced career selection. Chi-square (05 level) and descriptive analyses tested and categorized the data. The study found: (1) participation does affect career selection, (2) the effect was greater for males, (3) those in 4-H longer were influenced more, (4) information meetings influenced horse and pony members while reading materials influenced foods project participants more. Foods and horse and pony were influenced by preparing demonstrations, and members in all areas by working with exhibits. Greater overall influence was found for participants of the animal than the home economics projects.

0069
How to organize successful parent advisory committees.
Jennings, W.B. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. Oct 1989. v. 47 (2). p. 42-45. Includes references. (NAL Call No.: DNAL L11.E38).
In this article the author discusses crucial points in the organization of parent advisory committees. Parents are

viewed as stakeholders in the decision making process affecting their children's education. Membership, orientation and training are discussed.

0070
Improving human performance: applying adult learning principles to enhance meetings.
Beaudin, B.P. ; Williams, R.E. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Oct 1989. v. 29 (9). p. 7-11. Includes references. (NAL Call No.: DNAL LB1028.5.N3).
The authors suggest in this article that the way a business can enhance job performance of employees is by integrating the ways that adults learn into the planning and operation of productive business meetings. The "preparation and delivery" of such meetings, according to Beaudin and Williams, is far more important than length or how regularly they occur. Eight adult learning principles are identified and described, followed by a breakdown of the meeting into four specific phases, "prepare", "introduce", "conduct", and "conclude". A matrix is provided to demonstrate how an understanding of principles can reinforce the success of a meeting at each of the phases.

0071
Improving performance appraisal.
Brown, M.G. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Nov/Dec 1989. v. 28 (10). p. 26-29. (NAL Call No.: DNAL LB1028.5.N3).
Performance appraisal is a task that has to be done by most managers. This article reviews items to be avoided in the performance appraisal system. This includes ranking of people, forced distribution, and quarterly reviews. Also discussed is the design of an effective performance appraisal system (ratings based upon absolute standards, objectives based upon long-term strategic business goals and inclusion of group meetings to discuss ratings, where appropriate).

0072
In search of volunteers: how to crack a major corporation.
Jasso, G. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. 1983. v. 1 (4). p. 12-16. (NAL Call No.: DNAL HV91.J68).
The author, speaks from the corporate side and offers twelve rules to guide organizations through requesting volunteer, assistance from corporations. A few examples of the rules include: learn to think in terms of your contacts, only sell the person who can say yes, invest in yourself, learn from role models, do not take no for an answer until you are sure it is an absolute no and be persistent and patient.

0073
Incorporating employee values in job evaluation.
JSISAF. Beuhring, T. New York, N.Y. : Plenum Publishing Corporation. The Journal of social issues. In series analytic: Approaching pay equity through comparable worth / edited by Rosemary Hays Lowe and Michele Andrisin Wittig. AGL. Winter 1989. v. 45 (4). p. 169-189. Includes references. (NAL Call No.: DNAL HM1.A3J65).
Concerns about the validity and reliability of existing job evaluation plans led the University of Minnesota's Personnel Department to design its own point-factor plan based on employee values of job worth. Items for the new plan were selected by employee committees, grouped into factors, and weighted by means of a general employee survey. The items were turned into a job evaluation questionnaire for employees to use in describing their own positions, and the questionnaire was used to evaluate 1426 positions in a representative set of 125 job classes. These data provided a basis for refining the plan, assessing its validity and reliability, implementing comparable worth, and revising the university's position classification system.

0074
Influences on program planning: what determines what you do?.
Scholl, J. Madison, Wis. : Extension Journal. Journal of extension. Winter 1989. v. 27. p. 18-20. Includes references. (NAL Call No.: DNAL 275.28 J82).
The author describes a study of resources used by Extension home economists in program planning. Extension home economists in Illinois, Iowa, Minnesota, Missouri, Nebraska, South Dakota, and Wisconsin participated in the study. The author found that employing a variety of techniques and information resources in program planning reduces the weaknesses of using only one technique or resource, and it results in a program that is more responsive to community needs. Five needs assessment methods, on average, are used to plan a program. A list of 32 program planning influences is provided so that Extension staff can determine their own approaches to planning.

0075
An inner-city harvest.
Adamcin, J.C. ; Dryden, M. Washington, D.C. : The Administration. Extension review - U.S. Department of Agriculture. Summer/Fall 1989. v. 60 (2/3). p. 24-25. ill. (NAL Call No.: DNAL 1 EX892EX).
Facing challenges in South Tucson, where approximately three-fourths of the 6,500 residents are either hispanic or native American, 4-H acted as a co-convener with other youth serving agencies to discuss ways to improve conditions for the community's young people. Several young people were hired and trained to conduct a needs survey of youth, parents and community leaders. Several programs were developed including: tutoring,

recreational activities and parenting classes. Through the first three-years of the youth coalition, area crime has decreased and the city itself has become more aware of youth needs and has reallocated funds to serve more youth.

0076
Integrating organizational programs with community improvement issues.
Havercamp, M.J. Boulder, Colo. : Association for Volunteer Administration. The Journal of volunteer administration. Fall 1989. v. 8 (1). p. 38-44. Includes references. (NAL Call No.: DNAL HV91.J68).
This article discusses how nonprofit organizations choose programs worthy of attention. A participatory planning process was discussed which could help nonprofit organizations make difficult choices when they attempt to link organizational programs to community improvement issues. This process included a discussion of: (a) understanding the community character, (b) matching organizational programs to community issues, and (c) facilitating the process.

0077
Integrating work and learning with multicultural inner city youth.
Burkhardt, R. Jr. Boulder, Colo. : Association for Experiential Education. The Journal of Experiential Education. Fall 1989. v. 12 (3). p. 33-36. (NAL Call No.: DNAL L11.J68).
To function in todays' society, a young adult must be well educated, socially adaptable, culturally aware, and informed about technological advances. The San Francisco Conservation corps describes how their program helps accomplish these goals by integrating work and learning for youth making the transition to adulthood.

0078
Intergenerational 4-H programming Anna B. Lucas .
Lucas, Anna Bernice. ; Arnold, Alvin.~Ayres, Karen.~Froman, Novella. Stacy, MN : Spectra Photo/Audio, 1988 . Presented at the 1988 National Association of Extension 4-H Agents 42nd Annual Conference, Nov. 6-10, 1988, Minneapolis, MN.~ Co-presenters: Alvin Arnold, Karen Ayres, Novella Froman. 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.121).
Abstract: Intergenerational programming can help meet the needs of both adults and youth by helping each gain confidence, develop interpersonal skills and share knowledge. This seminar will deal with planning techniques to involve citizens of different age groups and how through their participation in the 4-H program youth increases the knowledge of other generations. It will highlight organized groups, at the local level, such as, retired teachers and senior citizens centers, who can suport the educational efforts of the 4-H program and also provide their members an opportunity to gain a sense of accomplishment of their community.~

Specific programs, such as, project groups held by teen leaders at senior citizen centers, development and distribution of listing of community agencies which serve the needs of all age citizens, educational program to help youth understand the phases of aging, gardening, youth/adult bread baking activity, folk art and heritage skills. Seminar participants will be involved in discussing future development of similiar programs and in sharing their current involvement in similiar programs.

0079
Is outdoor education for you?.
Maxa, E. Chevy Chase, Md. : National Association of Extension 4-H Agents. News & views. Oct 1990. v. 43 (4). p. 16-18. (NAL Call No.: DNAL S533.F66N42).
To have a successful environmental program, professionals need to begin by thinking holistically, so that students do not perceive environmental problems in a fragmented way. Environmental education can be provided to any age group provided that expectations are in line with the developmental characteristics of the targeted audience. Before beginning, however, the planner should evaluate the community's readiness for providing such education. A key factor is the process of selecting the volunteer who will instruct the students. While it is fortunate that so many are willing to volunteer their time, some selectivity is required to assure a positive learning experience.

0080
It's a good score! Just a bad grade.
Canady, R.L. ; Hotchkiss, P.R. Bloomington, Ind. : The Journal. Phi Delta Kappan. Sept 1989. v. 71 (1). p. 68-71. Includes references. (NAL Call No.: DNAL LJ121.P4P4).
Canady and Hotchkiss maintain that schools must shift their focus from sorting and selecting to teaching and learning to help 15 million at risk children avoid academic failure. If the reader mentally substitutes a blue ribbon, plaque or trophy when letter grades are discussed this article has great relevance to 4-H. The writers list twelve common problems wth how student success is typically evaluated including: varying grading scales, worshipping grade averages, failing to match testing and teaching, ambushing students with pop quizzes, penalizing students for taking risks, and inconsistent grading criteria. The writers suggest that if schools are going to help the ever increasing number of at risk students there must be greater emphasis on providing opportunities for students to succeed. 4-H Agents and leaders would do well to read this article before grading the next batch of record books.

0081

Job attitudes among full- and part-time employees.
McGinnis, S.K. ; Morrow, P.C. Duluth, Minn. : Academic Press. Journal of vocational behavior. Feb 1990. v. 36 (1). p. 82-96. Includes references. (NAL Call No.: DNAL HF5381.A1J68).
The focus of this research was to determine if job attitudes and work satisfaction differed among 350 part-time and full-time hospital employees. Also studied were demographic variables, work climate, work commitment, and work shift. The results indicate that employment status and work shift do not influence job attitudes. However, the author suggests that demographic variables and work environment do have an effect on job attitude and work satisfaction and that further research is needed in this area.

0082

Leadership development a handbook from the Youth Action Program of the East Harlem Block Schools /written by Dorothy Stoneman ; assisted by John Bell ; cartoon illustrations by Ann Messecar.
Stoneman, Dorothy. New York, NY : Youth Action Program, 1988. 179 p. : ill. ; 28 cm. (NAL Call No.: DNAL HQ796.S82).
Abstract: This book, based on the Youth Action Program of East Harlem Block Schools, is a guide for adults working with adolescents and young adults. The guide specifically addresses leadership development in youth at risk. The first section is a historical review of the Youth Action Program, followed by a discussion of the basic concepts behind leadership development. Next, the author devotes a chapter to each of the following seven elements of leadership development: overcoming the effects of oppression, nuturance building leadership concepts and skills, experiencing success, educating on world issues, overcoming academic and personal problems, and creating an impact.

0083

Letters to U.S. leaders: what citizens wrote about CES.
Smith, M.F. ; Barbosa, G.~Mayeske, G. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 24-26. Includes references. (NAL Call No.: DNAL 275.28 J82).
This article presents a summary content analysis of a random sample of letters written to the President, the OMB, and the Secretary of Agriculture. Nearly 3,500 letters were received by Extension Service-USDA from which eight random samples of 100 each were separated and collectively analyzed. The letters were analyzed for information, themes, patterns, and subject areas. People care about the future of Cooperative Extension and they know why they care. The writers value the youth and home and family efforts of Extension. Only two percent identified career awareness as an important thrust of the 4-H program. The current initiatives seem to be on target in areas related to home economics. Not enough references were made to leadership for it to emerge as a category of its own. Only four percent of all writers referenced home horticulture concerns.

0084

Long-term 4-H trends, 1948-1975.
Washington, D.C. : U.S. Dept. of Agriculture, Extension Service, 1977? . Cover title.~ "4-H-82 (12-77)"--P. i, v. 2.~ "4-H-54 (8-77)"--Cont. p., v. 2. 2 v. : ill. ; 27 cm. (NAL Call No.: DNAL aS533.F66L66).
Abstract: This two volume set is a compilation of statistics on the 4-H youth programs between 1948 and 1975. Designed to portray long term trends, these volumes are of historical importance, since many of the annual summaries of 4-H data are no longer available. The first volume contains data on numbers of 4-H clubs; enrollment in 4-H special interest groups; 4-H membership by age, sex, residence type, and race/ethnicity; and other similar data. Volume two contains data on enrollments in 4-H programs by subject or project area.

0085

Look smarter in your first training job.
Kirby, P. ; Ginzel, L. Alexandria, Va. : American Society for Training and Development. Training and development journal. Aug 1989. v. 43 (8). p. 69-72. (NAL Call No.: DNAL BF636.T7).
First year trainers were asked which professional and program issues they had considered before their first assignments. The answers to twelve basic questions provide a framework around which youth workers might design their career efforts. The questions include asking about personal attitudes towards work, motivation and knowledge, and what is a good first step in organizing training activities. This article stresses the skills and knowledge trainers must equip themselves with professionally.

0086

Making America work productive people, productive policies /chairman, Bill Clinton.
; Clinton, Bill,; 1946-. Washington, D.C. : National Governors' Association, Center for Policy Research, c1987. 2 v. : col. ill. ; 28 cm. Includes bibliographies. (NAL Call No.: DNAL HD5715.2.M25).
Abstract: This report, completed by the Task Force on Jobs, Growth and Competitiveness of the National Governors Association, examines important economic issues facing our states and our nation. Suggestions for policy options are presented which states must adapt to their own needs. The strategies and emphasis are meant as guidelines to prompt new ideas and innovative approaches. Topics include: international competitiveness; workforce productivity; efficient workplaces; responsive communities; and the federal agenda.

0087

Making the competitive connection: strategic management and training.
Gainer, L.J. Alexandria, Va. : American Society for Training and Development. Training and development journal. Special supplement to Training and Development Journal. Sept 1989. v. 43 (9). p. S1-S30. Includes references. (NAL Call No.: DNAL BF636.T7).
This special supplement provides tools for individuals who want to be a major player in their organization's strategic management game. Six major models for strategic planning are given, along with how to choose a strategy and apply it. The steps are given on how to begin participating in the strategic process and then how to influence the process.

0088

Management /by Don Hellriegel and John W. Slocum, Jr.
Hellriegel, Don. ; Slocum, John W.~Dlabay, Les R. Reading, Mass. : Addison-Wesley, c1989. Accompanied by several supplementary booklets with different titles (e.g. How to pack your career parachute.). xxxii, 812, 19 p. : ill. ; 24 cm. Includes bibliographies and index. (NAL Call No.: DNAL HD31.H4 1989).
Abstract: This textbook provides information on a comprehensive range of issues in management. Topics include : an overview of management, planning and decision making, organizing, providing leadership, controling, conflict and stress management and human resources and organizational change. In addition to the textbook the publisher provides an expanded supplements package. Which includes an instructor's resource manual, a test item file, transparencies, a study guide, and a supplementary booklet on careers and job searching. Experimental exercises are used as learning tools at the end of each of the seven parts of the book.

0089

Management by objectives and results for business and industry /George L. Morrisey.
Morrisey, George L. Reading, Mass. : Addison-Wesley Pub. Co., c1977. First ed. published in 1970 under title: Management by objectives and results. xviii, 252 p. : ill. ; 21 cm. Bibliography: p. 222-230. (NAL Call No.: DNAL HD31.M66 1977).
Abstract: This book is a guide on management by objectives and results for individuals at all levels of management. The author begins by introducing the concept of management by objectives and results. Next, the author devotes several chapters to roles and missions, key results areas, and indicators of effectiveness. The following chapter describes how to identify and write objectives. Next, the author discusses the preparation of action plans. Topics in this chapter include: scheduling, budgeting, programming, reviewing and reconciling, and fixing accountability. The author also examines control within the organization, including setting standards, evaluating performance, and correcting action. Next, the role of communication within management by objectives is examined. The last chapter reviews the implementation of management by objectives and results. Throughout the book, the author uses real life examples to explain the concept and process of this management theory.

0090

The manager's job: folklore and fact.
Mintzberg, H. Boulder, Colo. : The Journal. Harvard business review. Mar/Apr 1990. v. 68 (2). p. 163-176. Includes references. (NAL Call No.: DNAL 280.8 H262).
The first step in improving management training is to examine what constitutes the manager's job. Mintzberg contrasts the classical view of the manager (one who organizes, coordinates, plans and controls) with data obtained from research on how managers actually spend their time. The manager's job, as described by Mintzberg, consists of ten roles: three interpersonal roles (figurehead, leader, and liaison); three information roles (monitor, disseminator, and spokesperson); and four decisional roles (entrepreneur, disturbance handler, resource allocator, and negotiator). The educator's responsibility is to identify the skills managers use and put students with identified capabilities in those skills in situations which allow them to perfect their skills.

0091

Managing for impact in nonprofit organizations corporate planning techniques and applications /James M. Hardy.
Hardy, James M., 1929-. Erwin, Tenn. : Essex Press, c1984. xv, 238 p. : ill. ; 29 cm. Bibliography: p. 233-238. (NAL Call No.: DNAL HD62.6.H3).
Abstract: This book discusses planning and management in nonprofit organizations. The objective of this text is to provide assistance to the organization key leaders in developing and implementing a comprehensive corporate planning process that will give future direction and vitality to the organization and to assist in the day-to-day management of the organization in order to actualize its goals in the lives of the people and the community it is serving. Topics include: introduction to corporate planning; the executive's role in planning; the board of director's role in planning; marketing as an integral part of corporate planning; strategic planning; establishing goals and strategies; operational planning; budgeting; and implementation and review.

0092

Membership recruitment manual.
New York, N.Y.? : Boys Clubs of America, 1988? . Cover title. 40 p. : ill. ; 28 cm. + 1 poster. (NAL Call No.: DNAL HS3319.M5).
Abstract: This manual was designed to help Boys Club leaders recruit new

members into their clubs. The manual is divided into three sections; organizatonal needs, recruitment techniques, and networking. The organizational needs sections includes information on analyzing meeting space capacity, assessing leadership, and conducting a needs assessment. The recruitment section gives several techniques for promoting the club, including public relations campaigns, bring-a-friend programs, and special events. The networking sections examines collaboration with other clubs, school relations, special populations, and links with other organizations.

0093
The MESS experience in staff development.
Gunderson, G. ; Smith, M.A. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 37-38. (NAL Call No.: DNAL 275.28 J82).
In the last 11 years, more than 1,500 Extension agents and administrators from around the country have participated in the learning opportunities offered at a summer staff development program called Minnesota Extension Summer School. This program is built on sound principles of adult education. Key among these are: Actively involve the learner to promote understanding; Connect the content and methods to the real world of the learner to increase retention; Facilitate learning; and Provide a relaxed, supportive, pleasant environment rich in learning resources to free people to learn in their own way. Despite significant changes in Extension staff development nationwide, MESS continues to be a national Extension resource.

0094
National Association of Counties achievement award program1988 winners for youth programs.
Washington, DC : National Association of Counties, 1988? . 1 v. (unpaged) ; 28 cm. (NAL Call No.: DNAL HV1431.N3 1988). Abstract: This document contains the 40 entries that received a National Association of Counties (NACo) Award in the Youth Programs category for 1988. Each program analysis contains an abstract, problems and concerns, solutions, the county's role in the program, costs of the program, and results obtained. Program contacts are listed. Key subject terms are given for each program. Program topics include runaways, latchkey children, dropouts, substance abuse, leadership, juvenile justice, teen pregnancy and parenting, child abuse, self esteem, childcare, handicapped youth, and peer pressure.

0095
National Association of Counties achievement award program1989 winners for youth programs.
Washington, DC : National Association of Counties, 1989? . 1 v. (unpaged) ; 28 cm. (NAL Call No.: DNAL HV1431.N3 1989). Abstract: This document contains the 48 entries that received a National Association of Counties (NACo) Award in

the Youth Programs category for 1989. Each program analysis contains an abstract, problems and concerns, solutions, the county's role in the program, costs of the programs, and results obtained. Program contacts are listed. Key subject terms are given for each program. Program topics include: dropouts, employment, environmental education, gang alternatives and prevention, latchkey, solid waste, suicide prevention, and many other programs relating to current issues affecting youth.

0096
National needs assessment for the 4-H program survey summary of state staffs /Jon E. Irby, V. Milton Boyce, David E. Weatherford.
; Irby, Jon E.~Boyce, V. Milton.~Weatherford, David E. Washington, D.C.? : U.S. Dept. of Agriculture, Extension Service, 1982 . On cover: 4-H national needs assessment.~ "August, 1982.". 57 p. ; 28 cm. (NAL Call No.: DNAL aS533.F66N37). Abstract: This report is a summary of the responses by state staffs to the 4-H National Needs Assessment Survey. The questions are listed in order and the number of responses for each answer are given. Topics included on the survey are as follows: program planning, curriculum, research needs, staff development training, financial support, people, awards, and general information.

0097
New directions for a new decade a report /from Extension Service, U.S. Department of Agriculture, Extension Committee on Organization and Policy, NASULGC to the Cooperative Extension System.
Washington, D.C. : Extension Service, U.S. Dept. of Agriculture : Extension Committee on Oraganization and Policy, NASULGC, 1989 . Cover title.~ "November 1989.". iv, 13 p. ; 28 cm. (NAL Call No.: DNAL aS544.U58).
Abstract: This first joint Annual Report to the entire Cooperative Extension System summarizes the decisions made by the Extension Committee on Organization and Policy in partnership with the Extension service-USDA, November 18-19, 1989. It also includes descriptive highlights of the process implemented by the Cooperative Extension System to arrive at these decisions. During 1990, the Strategic Planning Council will be developing a clearer articulation of the theoretical framework underlying System programming decisions.

0098
Nonprofit boardsan annotated bibliography.
Washington, D.C. (1225 19th Street, N.W., Suite 340, Washington 20036) : National Center for Nonprofit Boards, 1989. Cover title. 20 p. ; 26 cm. (NAL Call No.: DNAL Z7164.07N56 1989). Abstract: This bibliography has been prepared to enable board members, chief executives, and other administrators of nonprofit organizations to quickly identify and obtain the most useful

books, articles, reports, and other material (including audio and video tapes) about nonprofit boards and their management. The bibliography will be useful to: faculty who teach nonprofit management, students and others interested in learning more about the role of boards of directors of nonprofit groups, and board leaders and staff members who wish to assemble a "board library" of practical resources for orientation and continuing education of board members. Topics of the materials include: board-chief executivew relations, the board's role in fund raising, board self-assessment, liability and risk management, and other board issues.

0099
Notes toward a national youth policy.
Stoneman, D. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Oct/Nov 1989. v. 11 (8). p. 8-14. ill. (NAL Call No.: DNAL HV471.Y68). Youth-serving programs, i.e., programs in which youth become involved in their communities, benefits the community and gives youth a sense of worth and belonging. However, the United States has not recognized the need for strong, supportive youth policy. This articles recommends a draft policy which gets at the meat of what is needed for a long-term program.

0100
ODDM: a workable model for total school improvement.
Vickery, T.R. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. Apr 1990. v. 47 (7). p. 67-70. Includes references. (NAL Call No.: DNAL L11.E38). Outcomes-Driven Developmental Model, created by New York's Johnson City School District, coordinates and evaluates school policies, practices and proposals without conflicting with existing ones or with the school district's goals. The model is so effective that other school districts across the United States are using it as a training tool to improve total school performance with emphasis on creating an environment which will enable as well as encourage improved student learning.

0101
One-to-one: out of the past, into the future.
Robbins, T. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Fourth of a series: Youth at Risk. Nov/Dec 1989. v. 11 (9). p. 4-8. ill. (NAL Call No.: DNAL HV471.Y68). This article provides a comprehensive look at the past and future of the Big Brother/Big Sisters of America organization. Local community programs are described. The programs that address youth at risk issues from a youth development point of view are highlighted.

0102
Organization and management a systems and contingency approach /Fremont E. Kast, James E. Rosenzweig.
Kast, Fremont Ellsworth, 1926-. ; Rosenzweig, James Erwin,; 1929-. New York : McGraw-Hill, c1979. Includes indexes. x, 644 p. : ill. ; 24 cm. Bibliography: p. 617-626. (NAL Call No.: DNAL HD31.K33 1979). Abstract: This book examines organization and management based on a systems and contingency model. The first part focuses on the conceptual framework behind the model and includes a chapter on the history of management values. The second part explores the development of organizational and management concepts. The next section discusses the interaction between organizations and the environment and organizational goals. In the fourth section, the impact of technology on the organization is examined. Next, the psychosocial system of the organization is described, including behavior, motivation, and group dynamics. The sixth part addresses the decision-making role of managers and includes sections on planning and control. The final section discusses comparative analysis and contingency views. Included in this section are three chapters which serve as case studies for examining the systems approach in a hospital, university, and city.

0103
Organizing clubs4-H leader's guide.
Clemson, S.C.? : Clemson University, Cooperative Extension Service, 1986 printing. Cover title.~ Reprint. 29 p. : ill. ; 27 cm. (NAL Call No.: DNAL S533.F66072). Abstract: This booklet gives information about how to organize a 4-H club. Included are an explanation of the meaning and purpose of 4-H, beginning organization of a club, program planning for meetings and an evaluation of the club's progress.

0104
Performance technology: a strategic management tool.
Svenson, R. ; Wallace, K. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Sept 1989. v. 28 (8). p. 1-7. Includes references. (NAL Call No.: DNAL LB1028.5.N3). A systematic approach to improving an organization's performance is described in this article targeted to executives and managers. Performance Technology is a combination of theory and methods necessary to maximize organizational performance. Performance problems common to many organizations are listed. Possible causes are given; however, the authors' caution that most problems do not have a single cause. Elements and examples of performance technology are shown in eleven charts. Three sample applications and the results of each are also presented. The authors suggest trying a small scale pilot before implementing performance technology in

your organization. Contacts and publications are listed for guidance.

0105
The practice of management /Peter F. Drucker.
Drucker, Peter Ferdinand, 1909-. New York : Perennial Library, 1986, c1954. Includes index. xii, 404 p. ; 21 cm. Bibliography: p. 393-395. (NAL Call No.: DNAL HD70.U5D7 1986).
Abstract: In this book the author examines management as a separate task rather than an aspect of other business functions. The introduction looks at the nature of management and includes chapters on the roles, jobs, and challenges of management. This is followed by sections discussing management of a business and management of managers. The next two parts describe the structure of management and management of employees. The last part explores the manager's role. The author concludes with an essay on the responsibilities of the manager.

0106
Proceeding for the Symposium on Research in Extension Education, Columbus, Ohio, May 16-18, 1989 /the Ohio State University, Cooperative Extension Service, Dept. of Agricultural Education and the Farm Foundation ; Keith L. Smith, coordinator.
; Smith, Keith L. Columbus, Ohio : Ohio Cooperative Extension Service, Ohio State University, 1989 . Cover title. 1 v. (various pagings) : ill. ; 29 cm. (NAL Call No.: DNAL S544.S9 1989).
Abstract: This publication contains papers and poster session abstracts from the Symposium on Research in Extension Education. The papers and poster sessions addressed the following topics: technological research in Extension, international research in Extension, Extension in the future, program marketing, program evaluation, economic worth of volunteerism, staff issues (educational needs, stress reduction, retirement), 4-H programs, adult learning, analysis of data, roles and characteristics of Extension agents, and organizational commitment.

0107
Program development for the real world.
Overfield, K. Alexandria, Va. : American Society for Training and Development. Training and development journal. Nov 1989. v. 43 (11). p. 66-71. (NAL Call No.: DNAL BF636.T7).
Training programs need to meet the needs of the people for whom they are designed. Rather than emphasizing a structured, linear approach for program development, the author created The Systems Program Development (SPD) model which looks at an organization's training from a systems point of view.. He identifies several subsystems which make up the SPD: skills identification, needs identification, analysis, administration, program design and development, implementation, and program evaluation. Each subsystem is described and how it is to be used.

0108
Project adventure teaching guide for a camp setting / by Tom D. Leisy .
Leisy, Tom D. Lincoln, Neb.? : Cooperative Extension Service, University of Nebraska, Institute of Agriculture and Natural Resources, 1990? . Cover title.~ On cover: Nebraska 4-H camps and centers. 12 p. : ill. ; 28 cm. Includes bibliographical references (p. 12). (NAL Call No.: DNAL GV191.42.N2L44).
Abstract: This booklet describes Project Adventure, a program that provides challenge self-confidence, trust, and group interaction for participants of all ages. This guide is intended for the use of qualified personnel at Nebraska 4-H Camps and Centers. Project Adventure is an approach to education, counseling, recreation, and life that is engaging, active, challenging, and places a high level of expectation within an atmosphere of support and caring. Most of the activities involve physical exertion.

0109
Project Design: reforming structure and process.
MacPhail-Wilcox, B. ; Forbes, R.~Parramore, B. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. Apr 1990. v. 47 (7). p. 22-25. ill. (NAL Call No.: DNAL L11.E38).
Teachers and administrators in six North Carolina public schools cooperated to develop, "Project Design," a restructuring of existing daily operating procedures to enhance teacher professionalism and to improve student performance. Project Design consists of changes in work responsibility, distribution of time, teacher and administrator roles, decision authority, students, and resources. This new way of working together improved attitudes and levels of participation in every aspect of school.

0110
Project Home Safe: a national initiative on behalf of children in self-care.
JHOEA. Koblinsky, S.A. ; Vaughn, G.G.~Schrage, J.A. Alexandria, Va. : American Home Economics Association. Journal of home economics. Spring 1990. v. 82 (1). p. 27-28, 41-45. Includes references. (NAL Call No.: DNAL 321.8 J82).
Project Home Safe, funded by the Whirlpool Foundation, is an American Home Economics Association program that provides training, technical assistance, materials, and other resources to home economists to enable them to promote solutions to the school-age child care problem. Home economists who become project volunteers acquire new knowledge and skills, contributing to their professional growth. As a result of this program, thousands of children are now spending their out-of-school time more safely and more productively.

0111

Proposed and completed studies to evaluate local and multi-county extension programs /edited by Claude F. Bennett.
; Bennett, Claude F. Washington, D.C. : Extension Service, U.S. Dept. of Agriculture, 1974? . Cover title.~ "The papers ... are interim and completed products of "Analyzing impacts of extension programs," a course offered in the 1974 Western Regional Extension Winter School, University of Arizona, Tucson."--Pref. 156, 15 p. ; 27 cm. (NAL Call No.: DNAL aS544.P7).
Abstract: The papers in this anthology were intended to suggest methods to analyze and evaluate impacts of Extension Programs. The publication is a product of a course offered in the 1974 Western Regional Extension Winter School, University of Arizona. Major topics include program evaluation studies, media evaluation studies and staff development evaluation studies. A manual describing how to analyze impacts of extension program is also included.

0112

Providing economic education: a model partnership between education and the private sector.
Fell, D.G. Washington, D.C. : American Association for Adult & Continuing Education. Adult learning. Oct 1989. v. 1 (2). p. 15-17, 26. ill. (NAL Call No.: DNAL LC5201.A382).
Partnerships between the private sector and education can be beneficial to all parties--teachers, students, and the private sector partners. In the late 1940s such a partnership was formed to educate school children from kindergarten through twelfth grade on the United States economic system. An example of how this partnerships works is demonstrated through the Florida's educational system.

0113

Reciprocity: a major paradigm shift.
Calhoun, J.A. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Third of a series. Youth at Risk. Oct/Nov 1989. v. 11 (8). p. 4-7. ill. (NAL Call No.: DNAL HV471.Y68).
Youth as Resources programs, in which communities are utilizing their youth in community projects, has proven to be beneficial to both the youth and community. The idea of these programs is to involve all youth, not just high-risk youth. These programs not only involve . teens in program implementation, but broadens the scope of responsibility and involvement by involving them in program development.

0114

Recognition in the 4-H program report of the North Dakota 4-H Awards & Recognition Task Force / submitted by the North Dakota 4-H Awards and Recognition Committee, Linda Crow, chairman ... et al. .
; Crow, L. Fargo, N.D.? : North Dakota Cooperative Extension Service?, 1987? . Cover title.~ "August 1987.". 31 p. ; 28 cm. Includes bibliographical references (p. 29-30). (NAL Call No.: DNAL S533.F66R42).
Abstract: This report presents the views of the North Dakota 4-H Awards & Recognition Task Force. The report reviews the assumptions behind the 4-H recognition program and recommends a model for organizing the recognition program. Topics include: recognition for participation; recognition for personal goal achievement; recognition for achievement of standards of excellence; recognition for achievements from peer competition; and recognition for volunteer leaders, sponsors, and donors.

0115

Recreating the 4-H clubTimothy Olsen.
Olsen, Timothy. Stacy, NW : Sepctra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobil, Alabama, Nov.5-9 1989.~ "1989 NAE4-HA Annual Conference,"~ Title on program book: Recreating the 4-H club : a renewable harvest for change.~ "414-T13.". 1 sound cassette (ca. 90 min). (NAL Call No.: DNAL Audiocassette no.176).
This workshop will examine the dynamics of recreating the 4-H club for more effective response to the changing social trends of youths and families of the 1990s. Specific discussion includes (1) the influence of changing demographics on current 4-H club models; (2) changing attitudes toward the potential impact of the 4-H Club experience on youths, volunteers and families; (3) recruitment, education, and management of the contemporary 4-H volunteer, (4) guiding 4-H Club programming to address critical youth issues; (5) appropriate learner outcomes and expectations of the recreated 4-H Club; (6) creative management of the recreated 4-H Club; (7) integration of the 4-H Club with school programs, camp programs, and special interest programs; (8) marketing the recreated 4-H Club to lay policy makers, clientele, and colleagues; (9) possible visions for the 4-H Club in the 21st century.

0116

The rewards and risks of shared leadership.
Meadows, B.J. Bloomington, Ind. : The Journal. Phi Delta Kappan. Mar 1990. v. 71 (7). p. 545-548. Includes references. (NAL Call No.: DNAL LJ121.P4P4).
B.J. Meadows shares her experience with shared leadership from the perspective of principal at several Colorodo elementary schools. The article deals with sharing leadership in a school setting, but is relevant to 4-H if the title 4-H Agent is substituted for principal and volunteer leaders for teachers and staff. Meadows suggests that shared leadership, while generally desireable, can cause many problems. Sharing leadership will often result in improved decision making and usually results in those involved more fully buying into and supporting a project, but a great deal more time and energy is

required to be successful. Meadows makes a good point about the importance of everyone involved having a good undestanding of the process and buying into the shared leadership concept.

0117
Rx for racism: imperatives for America's schools.
Pine, G.J. ; Hilliard, A.G. III. Bloomington, Ind. : The Journal. Phi Delta Kappan. Apr 1990. v. 71 (8). p. 593-600. Includes references. (NAL Call No.: DNAL LJ121.P4P4).
Pine and Hilliard state schools ought to be a civilizing influence in our society but often seem to be incubators of racial intolerance. Racism, prejucide, and discrimination are sabotaging our efforts to provide a high-quality education for all children. According to the authors: America is a multicultural society, but not a pluralistic society -- a place where all racial and cultural groups share equal access to opportunities for quality lives and power over their own lives. The article covers in detail what racism is, why it's so harmful and what can be done. Educators are encouraged to make the elimination of racism a moral imperative. The authors suggest when we learn how to tap the rich, vein of cultural, ethnic, and racial diversity education will be improved for all students. 4-H is required by law to be open to all, but 4-H agents need to gain a better understanding of what racism really is before they will be totally successful in eliminating it from their programs.

0118
School-age child care: a continuum of options.
JHOEA. Todd, C.M. ; Albrecht, K.M.~Coleman, M. Alexandria, Va. : American Home Economics Association. Journal of home economics. Spring 1990. v. 82 (1). p. 46-52. Includes references. (NAL Call No.: DNAL 321.8 J82).
Controversy continues to loom over the safety and well being of latchkey children. Home economists can play a key role in helping parents of latchkey children choose what type of after school care is appropriate for each individual child. This can be accomplished by explaining the options available, the advantages and disadvantages of each, and teaching parents decision making skills.

0119
Setting goals for professional development.
Duke, D.L. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. May 1990. v. 47 (8). p. 71-75. Includes references. (NAL Call No.: DNAL L11.E38).
Tenured teachers from over two dozen school districts throughout the United States participated in a three-year professional development project. The purpose was to identify and try to achieve risk-taking goals for their individual personal growth. A model was designed and tested to help identify meaningful goals, and at the conclusion of the project, participants rated their risk-taking orientation and the overall effectiveness of the project.

0120
Should we train--and was it successful?.
Carr, C. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Aug 1989. v. 28 (7). p. 33-36. (NAL Call No.: DNAL LB1028.5.N3).
This article presents a model which can be used to help others recognize the appropriate use and limitations of training. The author begins with a discussion of the three criteria for effective training: opportunity, payoff, and knowledge. Next the author examines how this model can be used to assess whether training is needed and if it can be transferred. A series of five questions to use to analyze proposed training is provided. This is followed by five questions which can be used to determine if training is the appropriate solution.

0121
A source book for program evaluation and accountability /compiled by Phyllis E. Worden ; with special assistance from Pam Neumaier.
; Worden, Phyllis E. Fort Collins, Col.? : Colorado State Cooperative Extension, 1987 . "September, 1987"--P. v.~ "Produced by Colorado State Cooperative Extension Communications staff as a cooperative project between PDEMS/USDA and Colorado State.". xv, 215 p. : ill. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL HV11.S6).
Abstract: This book contains a variety of evaluation ideas and techniques intended to be useful for evaluation and accountability purposes. The questions and possible formats for program evaluations provided in this publication need to be adapted and tested for specific situations. The publication discusses reactive, non-reactive, and interactive evaluation tools as applied to one-to-one, group, and community evaluations.

0122
The state of American management.
Wriston, W.B. Boulder, Colo. : The Journal. Harvard business review. Jan/Feb 1990. v. 68 (1). p. 78-83. ill. (NAL Call No.: DNAL 280.8 H262).
Management of American corporations is changing and will continue to change due to the accelerated pace of knowledge and the global market place. Wriston contends that the role of the manager has changed from the traditional manager skilled in finance and marketing to one that focuses on goal setting, leadership, and motivation. The manager's job is a supervisor of talent--find the best people available, motivate them, and allow the employees to do the job. Organizations today are

operating in the Information Age with knowledge doubling every 10 to 12 years, however, Wriston feels that organizations are still trying to apply the tools of the Industrial Age. Employee talent is the number one commodity of an organization. Examples are given to support his arguments.

0123
The State of the child in Indiana, 1988a report prepared for Lilly Endowment Inc.
Indianapolis, Ind. : Lilly Endowment, c1988. 56 p. : col. ill. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL HV742.I6S72).
Abstract: This publication reports on a study of the child in Indiana. The report is organized according to children's developmental stages and further divided into demographic trend, the economic environment, education, health, and reference sources.

0124
State of the child in New York State /New York State Council on Children & Families.
Albany, NY : The Council, 1988. 232 p. : ill., maps ; 28 cm. Includes bibliographies and index. (NAL Call No.: DNAL HQ792.U6S8).
Abstract: State of the Child in New York State presents a comprehensive, uniform collection of data about children and their families. This book is designed to meet the information needs of state and local government officials, program planners, providers, advocates, and researchers. Organized by the major systems or institutions that affect the lives of children, State of the Child in New York State contains nine chapters: Demographic Overview; Children in Families; Economic Status of Children; Child Care; Health and illness of Children; Children in School; Victimization of Children; Children and Youth in the Justice System, and Children in Out-of-Home Care. Trends are presented and discussed to identify emerging issues and children's progress on long-standing issues are assessed.

0125
Strategic planning and thinking: alternative views.
Kaufman, R. Washington, D.C. : The National Society for Performance and Instrction. Performance & instruction. Sept 1990. v. 29 (8). p. 1-7. Includes references. (NAL Call No.: DNAL LB1028.5.N3).
A strategic planner can select one of three levels of planning: mega, micro, or macro. Macro is concerned with the organization, the individual or small group is the micro focus, and mega planning consolidates micro and macro thinking. With the use of tables and diagrams, the author demonstrates two orientations to planning: proactive and preactive, and supports the former. His rationale is that such an orientation is both efficient and economically sound, especially when used at the mega level. He has included a page outlining a "Four-Phase 13-Step Strategic Planning

Model," which gives a framework to the pro-active, mega-level strategies.

0126
A stronger profession through appropriate teacher incentives.
Mitchell, D.E. ; Peters, M.J. Alexandria, Va. : Association for Supervision and Curriculum Development. Educational leadership. Nov 1988. v. 46 (3). p. 74-78. Includes references. (NAL Call No.: DNAL L11.E38).
The common objective of recent governmental policies affecting the teaching profession is to improve the quality of teaching in the nation's schools. The authors investigate the effectiveness of teacher incentive systems based on intrinsic rewards as strategies for teacher motivation. The article revolves around the issues of restructuring the teaching work force, intensified accountability and the teacher shortage problem. The discussion of incentive systems for educators is addressed on three levels; individual, group and organizational. Insights can be applicable to informal education systems such as Cooperative Extension Service.

0127
A study of turnover among family day care providers.
Nelson, M.K. Washington, D.C. : Office of Human Development Services, Department of Health and Human Services. Children today. Mar/Apr 1990. v. 19 (2). p. 8-12, 30. ill. Includes references. (NAL Call No.: DNAL HV701.C51).
The study shows that day care situations where there is a high turnover of staff can cause a detrimental effect on the child. The child spends less time engaging in social activities with peers and more time in aimless wandering; they also had lower Peabody Picture Vocabulary Test scores. The article explains turnover and turnover rates, career orientation and lack of orientation of staffs and job satisfiers and dissatifiers.

0128
Successful strategic planning: making sure the process has impact.
Fetsch, R.J. ; Bolen, K.R. Madison, Wis. : Extension Journal. Journal of extension. Winter 1989. v. 27. p. 13-15. Includes references. (NAL Call No.: DNAL 275.28 J82).
Colorado State University Cooperative Extension (CSUCE) initiated a statewide strategic plan to give future direction to the organization. Strategic planning was necessary after a downturn in the economy forced CSUCE to reduce budgets and operate on limited resources. This article discusses the essential components of a strategic plan and the benefits achieved by its implementation.

0129
Summer interns: factors contributing to positive developmental experiences.
Feldman, D.C. ; Weitz, B.A. Duluth, Minn. : Academic Press. Journal of vocational behavior. Dec 1990. v. 37

(3). p. 267-284. Includes references.
(NAL Call No.: DNAL HF5381.A1J68).
This article examines the success of
summer intern programs for college
students. Areas of interest are
attitudes and personal assessment of the
program by students, their expectations
about the internship, the design of the
work, the extent to whicn the internship
fit into their career plans, the
socialization procedures used, and the
students' expectations of internship
supervisors.

0130
Turnaround in Texas.
Bryant, J.J. Washington, D.C. : The
Administration. Extension review - U.S.
Department of Agriculture. Summer/Fall
1989. v. 60 (2/3). p. 28-29. ill.
Includes references. (NAL Call No.: DNAL
1 EX892EX).
Using a technique called Strategic
Community Planning and guidance from
county agents and specialists of the
Texas Agricultural Extension Service,
more than 30 counties across Texas have
achieved grassroots citizen involvement
to analyze their community assets and
debits. They have established short-and
long-range goals, set attainable
timetables and provided a framework for
coordinated action by enthusiastic
community members. The techniques used
included training manuals and community
meetings. Three county examples are
provided.

0131
**Urban youth work planned impact
programming guidelines /by J. John
Harris, Robert P. Allen.**
Harris, J. John. ; Allen, Robert P.
University Park, Pa : Pennsylvania State
University, 1975 . On cover: The
Pennsylvania State University, College
of Agriculture, Cooperative Extension
Service, University Park, Pennsylvania.~
"February 1975.". i, 31 leaves ; 28 cm.
Includes bibliographical references (p.
30-31). (NAL Call No.: DNAL S533.H32).
This publication provides professional
educators who work with low income urban
youth with a practical reference and a
resource guide on problems related to
educating youth. The objective of this
booklet is to assist professionals
develop projects and design programs
which will be of maximum assistance to
the poor. Planning tools that help
define priorities, design methods, and
choose strategies to use limited
resources to achieve objectives are
discussed. Planned Impact Programming is
the model suggested by the authors. The
publication discusses need focused
projects with clearly stated and
quantifiable objectives. Planning for
the use of volunteers is considered.

0132
What leaders really do.
Kotter, J.P. Boulder, Colo. : The
Journal. Harvard business review.
May/June 1990. v. 68 (3). p. 103-111.
(NAL Call No.: DNAL 280.8 H262).
Leadership and management are two
distinctive but complementary systems of
action; both roles of which are
necessary in a well-run organization.
Management is about coping with
complexity, planning and budgeting,
organizing and staffings and controlling
and problem solving. Leaderships in
contrast, is about setting a direction,
aligning people and motivating people.
Kotter alleges that today most U.S.
corporations are overmanaged and
underled and suggests that corporations
need to create a culture of leadership
that nurtures people with leadership
potential.

0133
**What values will guide extension's
future? No educational effort is
neutral.**
Jimmerson, R.M. Madison, Wis. :
Extension Journal. Journal of extension.
Fall 1989. v. 27. p. 16-18. Includes
references. (NAL Call No.: DNAL 275.28
J82).
This article is a discussion of the
impact of the information age upon the
Cooperative Extension Program and the
resulting need for increased
consideration of values and beliefs. The
author describes the two major social
paradigms, common assumptions about
information, the effect of this
assumptions upon values and beliefs, and
limits to science and technology.

0134
**When school's out and nobody's home
/Peter Coolsen, Michelle Seligson, and
James Garbarino.**
Coolsen, Peter. ; Seligson, Michelle,;
1941-~Garbarino, James. Chicago, Ill. :
National Committee for Prevention of
Child Abuse, c1985. vii, 53 p. : ill. ;
22 cm. Bibliography: p. 44-45. (NAL Call
No.: DNAL HQ777.65.C6).
Abstract: This booklet discusses the
issue of children in self-care. This
group of children, also referred to as
latchkey or unsupervised children, are
difined as those who take care of
themselves and/or younger brothers and
sisters after school. The publication
begins with two chapters on the impact
of self-care on these children,
including the risks and benefits. The
following chapter examines programs
which are alternatives to self-care and
includes tips on how to select a
program. A chapter entitled Self Care
Plus, gives suggestions on how to make
unsupervised time a safe and positive
experience. Suggestions include
educational programs, community help
lines, check-in and block parent
programs, child care for sick children,
and employer-based programs. Specific
examples of programs are listed. The
authors conclude with a section on what
needs to be done to improve services for
children in self-care.

0135
Who is in control of your community?.
Dunn, T.H. Arlington, Va. Volunteer-The
National Center. Voluntary action
leadership. Fall 1989. p. 20-21. (NAL
Call No.: DNAL HV91.V65).
When an organization wants to accomplish

certain goals within a community, the first thing the organization should do is to identify the "community power structure", i.e., determine which individuals within the community possess influence, affluence, social status, and leadership or power. This article offers advice on how to locate these individuals and how they are important to the organization in the accomplishment of its goals.

O136
Woman to womanWendy Stivers.
Stivers, Wendy. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Association of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ Title in program book: Woman to woman: mentoring in the extension system.~ "414-T18A; 414-T18B.". 2 sound cassettes (ca. 180 min.). (NAL Call No.: DNAL Audiocassette no.180).

Abstract: Women as resources for change in administration/management are often overlooked in the Cooperative Extension System. Research statistics show that Extension continues to be highly dominated by male managers. In this session, a panel of women Extension managerswill provide information to 4-H professionals on educational and career planning for management and administrative positions in Cooperative Extension. Managers/administrators will be from county, district, state, and national levels. Participants will network and discuss the mentoring process.

O137
Working it out an anthology of state and local performance management strategies designed to increase service to youth at risk of chronic unemployment /prepared by Brandeis University, Center for Human Resources, The Heller School, Waltham, Massachusetts.
Waltham, Mass. : The Center, 1989 . "February 1989."~ "These papers represent the work of the United States Department of Labor, Region V, Youth Performance Management Task Force."~ "Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin."~ Supplement has title: Options papers and sample policies. 57 p. : ill. ; 30 cm. + supplement. (NAL Call No.: DNAL HD6274.A14W6).

Abstract: This guide is designed to help states and local agencies increase services to youth at risk using the Department of Labor's new youth initiatives. The first section discusses factors that need to be considered when working with employability programs for youth. Included are characteristics of these youth, desired outcomes, and needs for training and service. The next section describes local strategies for designing and managing programs. Topics examined include matching youth to services through a multi-tiered approach, competency based training, effective management, and financing. The final section focuses on state strategies for managing programs to increase the employability of youth, specifically the use of performance standards and incentive policies, and coordination of available resources. A supplement provides support documents from Region V states.

O138
Working with our publicsModel 3Developing leadershipdeveloped by Lee J. Cary, Jack D. Timmons ; project team: Tammy Klaproth, Donald W. Littrell ; Edgar J. Boone, project director.
; Cary, Lee J.~Timmons, Jack D.~Boone, Edgar John,; 1930-. Raleigh, NC : North Carolina Agricultural Extension Service and the Dept. of Adult and Community College Education, North Carolina State University, 1988. Subtitle: In-service education for cooperative extension.~ Developed for use by the Cooperative Extension Service under a grant from the W.K. Kellogg Foundation, Battle Creek, Michigan. 5 posters, 26 transparency masters, and 1 notebook (loose-leaf). (NAL Call No.: DNAL Kit no.61).

Abstract: The series Working With Our Publics: In-Service Education for Cooperative Extension consists of seven independent training modules. Based upon needs and objectives identified by Extension professionals, the modules are designed to stand on their own as independent instructional packages, or to be used as a comprehensive series. Module 3: Developing Leadership. How to acquire and exercise leadership skills and how to identify, recruit, develop, and work with community leaders. Intended for all Extension professionals, the module is designed to improve participants' abilities to identify and involve lay leaders in Extension's clientele. (Twelve contact hours of training developed by Lee J. Cary and Jack D. Timmons, University of Missouri at Columbia).

O139
Working with our publicsModule 1Understanding cooperative extension--our origins, our opportunitiesdeveloped by David R. Sanderson; project team: Ron Beard, Louise Cyr, Conrad Griffin ; Edgar J. Boone, project director.
; Sanderson, David R.~Boone, Edgar John,; 1930-. Raleigh, NC : North Carolina Agricultural Extension Service and the Dept. of Adult and Community College Education, North Carolina State University, 1988. Subtitle: In-service education for cooperative extension.~ Computer disk (5 1/4 in., IBM compatible) has title self and peer assessment instruments developed for module 1.~ Developed for use by the Cooperative Extension Service under a grant from the W.K. Kellogg Foundation, Battle Creek, Michigan.~ Videocassette titles: Toward a common history (35 min.) --Extension today: toward a shared understanding (20 min.) -- Toward a common future (12 min.) -- People made the program (22 min.). 4 videocassettes, 1 sound cassette, 15 posters, 15 slides, 32 transparency masters, 1 computer disk, and 1 notebook (loose-leaf). (NAL

Call No.: DNAL Kit no.59).

Abstract: The series Working With Our
Publics: In-Service Education For
Cooperative Extension consists of seven
independent training modules. Based upon
needs and objectives identified by
Extension professionals, the modules are
designed to stand on their own as
independent instructional packages, or
to be used as a comprehensive series.
Module 1: Understanding Cooperative
Extension. The history, mission, values,
and networks that make the Cooperative
Extension System and the land-grant
institutions unique. Participants will
examine their own expectations, values,
and skills, in light of the System's
needs, to ensure a good "fit" between
the individual and the organization.
(Nine contact hours of training
developed by David R. Sanderson,
University of Maine at Orono).

O140
**Working with our publicsModule 2The
extension education processdeveloped by
R. David Mustian, Richard T. Liles, John
M. Pettitt ; Edgar J. Boone, project
director.**
; Mustian, R. David.~Liles, Richard
T.~Pettitt, John Michael.~Boone, Edgar
John,; 1930-. Raleigh, NC : North
Carolina Agricultural Extension Service
and the Dept. of Adult and Community
College Education, North Carolina State
University, c1988. Subtitle: In-service
education for cooperative extension.~
Computer disk (5 1/4 in., IBM
compatible) has title Measurable
objectives.~ Developed for use by the
Cooperative Extension Service under a
grant from the W.K. Kellogg Foundation,
Battle Creek, Michigan.~ Videocassette
titles: Conceptual programming model (60
min.) -- Conceptual programming model,
part 2 (30 min.) -- Conceptual
programming model, part 3 (30 min.) --
Linking with relevant groups (47 min.).
4 videocassettes, 2 sound cassettes, 250
slides, 18 transparency masters, 1
computer disk, and 1 notebook
(loose-leaf). (NAL Call No.: DNAL Kit
no.60).
Abstract: The series Working With Our
Publics: In-Service Education For
Cooperative Extension consists of seven
independent training modules. Based upon
needs and objectives identified by
Extension professionals, the modules are
designed to stand on their own as
independent instructional packages, or
to be used as a comprehensive series.
Module 2: The Extension Education
Process. An introduction to, and guided
practice in, the premises, concepts, and
processes of nonformal Extension
education-planning, designing and
implementing, and evaluating and
accounting for Extension education
programs. Both new and experienced staff
members who complete this module will
understand and be able to apply the
programming process as it relates to
Extension education. (Twenty-four
contact hours of training developed by
Richard T. Liles and R. David Mustian,
North Carolina State University at
Raleigh).

O141
**Working with our publicsModule
4Situational analysisdeveloped by
Laverne B. Forest ; Edgar J. Boone,
project director.**
; Forest, Laverne B.~Boone, Edgar John,;
1930-. Raleigh, NC : North Carolina
Agricultural Extension Service and the
Dept. of Adult and Community College
Education, North Carolina State
University, c1988. Subtitle: In-service
education for cooperative extension.~
Developed for use by the Cooperative
Extension Service under a contract from
the W.K. Kellogg Foundation, Battle
Creek, Michigan.~ Includes 1 facsimile
newspaper entitled Adams County examiner
and 1 pamphlet entitled The dubbing of
Sir Vantage inserted in notebook.~
Videocassette titles: The dubbing of Sir
Vantage (24 min.) -- Adams County
perspectives (23 min.) -- First things
first, a trip to Priority Peak (26
min.). 3 videocassettes, 24 posters, 67
transparency masters, and 1 notebook
(loose-leaf). (NAL Call No.: DNAL Kit
no.62).
Abstract: The series Working With Our
Publics: In-Service Education for
Cooperative Extension consists of seven
independent training modules. Based upon
needs and objectives identified by
Extension professionals, the modules are
designed to stand on their own as
independent instructional packages, or
to be used as a comprehensive series.
Module 4: Situational Analysis. How to
determine the need for the Extension
educator's involvement in issues and to
understand the economic, social,
political, and environmental contexts in
planning, designing, and implementing
programs. This module is designed to
provide both new and experienced
Extension staff members with an
appreciation of the role that analysis
plays in programming and decision
making, as well as the skills to
identify, collect, analyze, and use
relevant data in the Extension education
effort. (Twelve contact hours of
training developed by Laverne B. Forest.
University of Wisconsin-Madison).

O142
**Working with our publicsModule 5Working
with groups and organizationsdeveloped
by Betty L. Wells ; project associates,
Amy Deibert, Judy Linneman ; project
assistants, Tom Hoban ... et al. ;
Edgar J. Boone, project director.**
; Wells, Betty Lynn.; 1950-~Boone, Edgar
John,; 1930-. Raleigh, NC : North
Carolina Agricultural Extension Service
and the Dept. of Adult and Community
College Education, North Carolina State
University, c1988. Subtitle: In-service
education for cooperative extension.~
Videocassette title: Interactive skills,
Murray takes a workshop.~ Game title:
Birds of a feather.~ Developed for use
by the Cooperative Extension System
under a grant from the W.K. Kellogg
Foundaton, Battle Creek, Michigan. 1
videocassette, 16 posters, 69 slides, 9
transparency masters, 1 game, and 1
notebook (loose-leaf). (NAL Call No.:
DNAL Kit no.63).

Abstract: The series Working With Our Publics: In-Service Education For Cooperative Extension consists of seven independent training modules. Based upon needs and objectives identified by Extension professionals, the modules are designed to stand on their own as independent instructional packages, or to be used as a comprehensive series. Module 5: Working With Groups and Organizations. Development of skills in working with and through groups and understanding the behavior of groups, organizations, and agencies. New and experienced staff members who complete their training will be better able to analyze the behavior of individuals, groups, organizations, and governmental agencies. They will gain the skills to build mutually beneficial working relationships, and to deal with networks of influence and key power actors in client communities. (Eighteen contact hours of training developed by Betty L. Wells, Iowa State University).

0143
Working with our publicsModule 6Education for public decisionsdeveloped by Verne W. House, Ardis Armstrong Young ; Edgar J. Boone, project director.
; House, Verne W.~Young, Ardis Armstrong.~Boone, Edgar John,; 1930-. Raleigh, NC : North Carolina Agricultural Extension Service and the Dept. of Adult and Community College Education, North Carolina State University, c1988. Subtitle: In-service education for cooperative extension.~ Developed for use by the Cooperative Extension System under a grant from the W.K. Kellogg Foundation, Battle Creek, Michigan.~ Videocassette titles: Educating for public decisions (15 min.) -- Kings and kingmakers: who makes public decisions (33 min.) -- Two worms: the importance of facts, myths, and values in public policy (30 min.) -- Gratto's issue evaluation model (18 min.) -- SHAPES, Egan style (18 min.) -- A group decision process (28 min.) -- How to do policy education (26 min.) -- Alternatives and consequences in extension home economics (21 min.) -- The policy educator in extension: roles and approaches (30 min.). 9 videocassettes, 1 poster, 18 transparency masters, and 1 notebook (loose-leaf). (NAL Call No.: DNAL Kit no.64).
Abstract: The series Working With Our Publics: In-Service Education For Cooperative Extension consists of seven, independent training modules. Based upon needs and objectives identified by Extension professionals, the modules are designed to stand on their own as independent instructional packages, or to be used as a comprehensive series. Module 6: Education For Public Decisions. In-service education in analyzing public problems, anticipating the consequences of Extension's involvement in issues, and working effectively in areas of controversy. Personnel who play a part in deciding Extension's involvement will build the knowledge and skills needed to design, deliver, and evaluate educational programs on public issues. (Eighteen contact hours of training developed by Verne W. House, Montana State University, and Ardis A. Young. Washington State University).

0144
Working with our publicsModule 7Techniques for futures perspectivesdeveloped by J. David Deshler ; project team: Diane Erickson ... et al. ; Edgar J. Boone, project director.
; Deshler, J. David.~Boone, Edgar John,; 1930-. Raleigh, NC : North Carolina Agricultural Extension Service and the Dept. of Adult and Community College Education, North Carolina State University, c1988. Subtitle: In-service education for cooperative extension.~ Videocassette title: Tomorrow starts today.~ Developed for use by the Cooperative Extesnion System under a grant from the W.K. Kellogg Foundation, Battle Creek, Michigan. 1 videocassette, 10 posters, 55 transparency masters, and 1 notebook (loose-leaf). (NAL Call No.: DNAL Kit no.65).
Abstract: The series Working With Our Publics: In-Service Education for Cooperative Extension consists of seven independent training modules. Based upon needs and objectives identified by Extension professionals, the modules are designed to stand on their own as independent instructional packages, or to be used as a comprehensive series. Module 7: Techniques For Futures Perspectives. Information and exercises on working with Extension's publics to achieve a proactive stance toward the future through projecting future conditions, analyzing trends, and inventing futures. All participants, particularly those with a background of field experiences, will benefit from enhanced capabilities to develop and provide educational programming that helps clients carry out systematic planning for the future. (Twelve contact hours of training developed by J. David Deshler, Cornell University).

0145
Youth are at risk, and so are we.
Hoopfer, L.C. Madison, Wis. : Extension Journal. Journal of extension. Spring 1990. v. 28. p. 7. Includes references. (NAL Call No.: DNAL 275.28 J82).
The youth crisis facing this country is real. Youth are at risk, but the real problem is not teen pregnancy, substance abuse, or illiteracy. They are symptoms and outcomes of a much broader problem---our national neglect of children and families. Youth development is imperative if we're to remain an economically viable nation on a planet recognizing the potential of the interdependent global village. The response to the exponentially growing needs of youth will determine our future and theirs in the broadest sense: as an organization, as a community, and as a nation.

0146

Youth at risk--time for action.
Junge, S.K. Madison, Wis. : Extension
Journal. Journal of extension. Spring
1990. v. 28. p. 8. (NAL Call No.: DNAL
275.28 J82).
Poverty, broken families, physical and
mental abuse, drug and alcohol
addiction, prostitution, and
homelessness are becoming everyday
experiences for many of our youth.
Extension can and should address these
issues. In fact, all Extension programs
should be problem-focused. What's needed
now is action. Voids exist in
upper-level leadership, shortages in
resources, and reductions in staff, but
again, we can't afford to wait. We need
to develop the leadership momentum at
the level closest to the problem--in the
county. Not all staff will immediately
embrace these changes, but the problems
are so great, important roles exist for
everyone.

0147

**Youth at risk: extension's hard
decisions.**
Sauer, R.J. Madison, Wis. : Extension
Journal. Journal of extension. Spring
1990. v. 28. p. 4-6. (NAL Call No.: DNAL
275.28 J82).
This nation is confronted with a youth
crisis that crosses cultural, social and
economic boundaries. The challenge is
enormous in scope, encompassing more
than just the resource question.
Addressing that challenge is critical to
the future of the United States as both
an economically competitive and a
socially cohesive society in the
different world of the next century. The
Cooperative Extension System can lead a
successful national response to this
challenge, but not by conducting
business as usual and treating 4-H as a
second-class citizen among it programs.
The very future of Extension as a
meaningful educational institution is
interwoven with the effectiveness of its
response to the challenge of youth at
risk.

0148

**Youth camps nationwide and state data on
safety and health lacking /report to the
Chairman, Subcommittee on Health and
Safety, Committee on Education and
Labor, House of Representatives /United
States General Accounting Office.**
Washington, D.C. : The Office, 1989 .
Cover title.~ Running title: Youth camp
safety and health.~ "September 1989."~
"GAO/HRD-89-140.". 17 p. ; 28 cm. (NAL
Call No.: DNAL GV197.Y6Y6).
Abstract: In October 1987, the Children
and Youth Camp Safety Act (H.R.3571) was
introduced and referred to the
Subcommittee on Education and Labor for
more documentation. This study was
conducted to determine if there is any
existing federal legislation r egulating
youth camp health and safety. It was
determined that states currently develop
and implement their own youth camp
health and safety standards. These
standards vary widely from state to
state and little information is

available on accidents, illnesses, and
fatalities that occur at youth camps. If
implemented, federal legislation such as
H.R.3571 would require most states and
local jurisdictions to allocate
additional funds and staff to ensure
that standards for the safety and health
of youth camps are implemented and
enforced.

0149

**Youth conference planning guide
/ written by Sherman L. Tomasino** .
Tomasino, Sherman L. New Brunswick :
Cooperative Extension Service, Cook
College, Rutgers--The State University
of New Jersey, 1979 . Cover title.~
"March, 1979"--T.p. verso. 22, 11 p. :
ill. ; 28 cm. (NAL Call No.: DNAL
S533.F66T6).
Abstract: The New Jersey 4-H Youth
Development Program conducts youth
conferences each year. These activities
are organized by 4-H teen
representatives with supervision from
professional 4-H youth agents. The
purpose of these programs is to give
youth the opportunity to explore the
roles of educator and administrator
while helping to develop a conference.
This guide gives the steps to follow to
organize a conference, the duties of the
officers, and how to determine the
educational objectives for the
conference. The guide also includes the
nine-step conference planning cycle
developed by Tunis H. Decker, Director
of Conferences, Michigan State
University, East Lansing. Sample forms
for use in planning and evaluating the
conference are included.

0150

**Youth development programming: a key to
the future.**
Jenkins, R. (ed.). Washington, D.C. :
Youth Policy Institute Inc. Youth
policy. First of a series: Youth at
Risk. July/Aug 1989. v. 11 (7). p. 4, 9.
(NAL Call No.: DNAL HV471.Y68).
This is the first of twelve articles
that address youth at risk from a youth
development point of view. The purpose
of this series is to share information
with local professionals working with
troubled youth in their communities to
enable them to be more creative.
Selected individual organizations have
provided information about their
programs, public and private
partnerships, and networking as it
relates to youth-at-risk.

0151

**Youth program management a professional
research and knowledge taxonomy for
youth development /Sandra L. Facinoli.**
Facinoli, Sandra L. Beltsville, Md. :
National Agricultural Library, U.S.
Dept. of Agriculture, 1989 . Revision
of: 4hprk : youth program management /
Kathleen C. Hayes. 1988.~ "Revised
September 1989.". 15 p. ; 28 cm. (NAL
Call No.: DNAL aZ7164.Y8H32 1989).
Abstract: This bibliography represents a
part of the materials in the 4hprk
collection through September, 1989.
4hprk is a taxonomy of professional

research and knowledge for 4-H and youth development professionals. It was developed as part of USDA funded research conducted at Ohio State and Mississippi State Universities. The set of bibliographies is composed of five categories: communication, educational design, youth development, youth program management, and volunteerism. A bibliography has been created for each category. The bibliographies provide a bibliographic citation and an abstract for each item in the collection.

0152
Youth program management a professional research and knowledge taxonomy for youth development, October 1987-December 1989 /Sandra L. Facinoli.
Facinoli, Sandra L. Beltsville, Md. : National Agricultural Library, U.S. Dept. of Agriculture, 1990 . "Updates September 1989 issue."~ "February 1990."~ Includes index. 26 p. ; 28 cm. (NAL Call No.: DNAL aZ7164.Y3H32 1990). Abstract: This bibliography represents a part of the materials in the 4hprk collection through December, 1989. 4hprk is a taxonomy of professional research and knowledge for 4-H and youth development professionals. It was developed as part of USDA funded research conducted at Ohio State and Mississippi State Universities. The set of bibliographies is composed of five categories: communication, educational design, youth development, youth program management, and volunteerism. A bibliography has been created for each category. The bibliographies provide a bibliographic citation and an abstract for each item in the collection.

0153
Youth-serving organizations have much of what youth need.
Pittman, K. ; O'Brien, R. Washington, D.C. : Youth Policy Institute Inc. Youth policy. Second of a series: Youth at Risk. Nov/Dec 1989. v. 11 (9). p. 9-15. (NAL Call No.: DNAL HV471.Y68). Youth-serving organizations can help meet the needs of youth in six essential categories: academic education, health care, work exposure and experiences, opportunities for personal growth and social development, community involvement and contact with adults, and family support services. These are categories which the authors feel must be addressed if youth are to successfully complete the transition to adulthood. Areas where youth-serving organizations must focus on to meet the needs of today's youth are discussed.

0154
Youth suicide a comprehensive manual for prevention and intervention /Barbara Barrett Hicks.
Hicks, Barbara Barrett. Bloomington, IN : National Educational Service, 1990. 131 p. ; 23 cm. Includes bibliographical references (p. 127-131). (NAL Call No.: DNAL HV6546.H5). Abstract: Prevention, intervention, and "postvention" of youth suicide is the subject of this comprehensive manual.

This publication outlines the creation of a community/school prevention network of caring and concern intended to prevent and intervene in youth suicide and to console and support after a youth suicide in order to prevent further suicides. The manual details the roles played by several key components of the community in establishing this program including: community leaders; law enforcement personnel; hospitals; mental health clinicians; clergy; school administrators, faculty and staff; parents; youth-serving agencies and organizations; media; and the youth themselves.

0155
Youth 2000 visions a program manual /co-authored by Jo M. Hendrickson, Jeffrey Roth.
Hendrickson, Jo Mary. ; Roth, Jeffrey. Gainesville, Fla. : Boys Clubs of Alachua County, c1990. vii, 31 p. ; 28 cm. Includes bibliographical references (p. 30-31). (NAL Call No.: DNAL HQ796.H46). Abstract: Youth 2000 Visions is a program that involves young people in the resolution of the problems they experience. The long term objective for the program is that young people will come to understand that their choices shape their futures. Young people are provided a means to contribute to others while learning how to work as teams to create persuasive educational and motivational messages. Youth Teams are formed, consisting of 5-12 adolescents. They meet for 12-15 weeks to address a topic they consider vital to their future well-being, develop a message and then deliver it through a medium. Methods to establish the program are outlined.

0156
Youththe American agenda : a report of the Cooperative Extension System National Initiative Task Force on Youth at Risk.
Washington, D.C. : U.S. Dept. of Agriculture, Extension Service and Land-Grant University Cooperative Extension Services, 1989 . "May 1989.". iv, 20 p. ; 28 cm. Includes bibliographical references (p. 14-15). (NAL Call No.: DNAL aHV1421.N3). Abstract: This report outlines the first steps necessary to implement Cooperative Extension's agenda for addressing the critical needs of youth. The report addresses the topic of youth at risk, beginning with the key roles of educators and the community, followed by economic and social consequences. The Cooperative Extension initiative is described including the eight critical needs identified by the system. These needs are self-esteem, careers and employment skills, fitness and health, reading and technological literacy, parental support, child care, decision-making skills, and futuring. Next, the report lists model programs developed by Cooperative Extension. Last, strategies for implementing change are discussed.

0157
14 ounces of prevention a casebook for practitioners /edited by Richard H. Price ... et al. .
; Price, Richard H. Washington, DC : American Psychological Association, c1988. Title on added t.p.: Fourteen ounces of prevention. vi, 191 p. : ill. ; 28 cm. Includes bibliographies. (NAL Call No.: DNAL RA790.F6).
Abstract: This book presents to psychologists and citizens at large examples of successful prevention programs tnat can be adapted in local communities and made part of the practice of psychologists nationwide. This report, written by the American Psychological Association's Task Force on Prevention, Promotion and Intervention Alternatives in Psychology, discusses fourteen model prevention programs in the areas of early childhood, children and youth, and adults and the elderly. Topics of the programs examin ed include: preventing maternal and child health problems associated with poverty; prevention of behavior problems in young children; assertiveness training with children; preventing adolescent substance abuse; prevention of the development and perpetuation of dysfunctional conditions among newly divorced and separated persons; and a marital help program for the widowed.

0158
4-H afterschool program / contributing authors, Nancy Feldman ... et al. ; editor, Sharon Junge .
; Junge, Sharon. Berkeley, Calif. : University of California Cooperative Extension, 1989 . Developed by the Family Support Workgroup - Latchkey Major Project, University of California Cooperative Extension 4-H Program.~ "February 1989."~ Bound in 3-ring binders. 3 v. : ill. ; 30 cm. Includes bibliographical references. (NAL Call No.: DNAL HQ777.65.F6 1989).
Abstract: This three part training module is designed to assist concerned persons in developing after school educational programs that focus on the needs of school-age children in their community. The facilitators' guide consists of outlined workshops for training child develooment professionals, community agencies, family day care providers, child care center personnel, volunteers, and other program personnel. Topics include: determining needs, problems of latchkey. children, business operations, managing stress, discipline, scheduling, snacks, teaching methods, curriculum guides, and 4-H as a resource. The curriculum manual includes over 20 weeks of lesson plans that utilize 4-H "learn by doing" activities. The curriculum includes age appropriate activities for kindergarten through sixth grade with an emphasis on experimental education and scientific inquiry. The third volume addresses the management aspects of the programs and provides information on child care needs, design of the program, business operations, needs assessment, staffing, licensing, registration, discipline, snacks, and activity scheduling.

0159
4-H and youth committee handbook / William S. Mauk, author .
Mauk, William S. Raleigh, N.C. : North Carolina Agricultural Extension Service, 1977 . Cover title.~ "4H -O-1-75"--T.p. verso. 22 p. : ill. ; 28 cm. (NAL Call No.: DNAL S533.F66M324).
Abstract: This handbook is a guide for county 4-H and Youth committee members to help them identify needs of youth in their community, determine program goals to fulfill those needs, and evaluate the success of program efforts. The 4-H and Youth Committee is part of the County Extension Advisory Board. The functions of the 4-H and Youth Committee are: 1) to collect information, 2) to identify problems and interpret information, 3) to determine the scope of 4-H and youth work, 4) to establish long-range objectives, 5) to identify short-range goals, 6) to supply program support, 7) to evaluate and report program success, and 8) to revise program objectives and goals.

0160
4-H camp counselor manual, Hunterdon County, New Jersey /Terese (TC) Flory.
Flory, Terese. Hunterdon County, N.J. : Rutgers Cooperative Extension of Hunterdon County, 1987 . Cover title. 51 p. : ill. ; 29 cm. Includes bibliographical references. (NAL Call No.: DNAL S533.F66F53 1987).
Abstract: This manual is designed to give an overview of the requiremets and job expectations of a 4-H camp counselor. New Jersey offers two types of 4-H camps-Cook Camp which has a woodsy atmosphere and an "Indian" tribe theme, and Beemerville Camp which has a more farmlike atmosphere and a "Cowpoke" theme. This training manual includes simple lessons on first aid, information on how to deal with emergencies, types of games, programs, and activities to do with the campers, and an example of a typical daily schedule.

0161
4-H club development /Wayne L. Hankel.
Hankel, Wayne L. Fargo, ND : NDSU Extension Service, North Dakota State University, 1989 . Cover title.~ "January 1989."~ "Pb-20.". 13 p. : forms ; 28 cm. (NAL Call No.: DNAL S533.F66H36).
Abstract: This booklet describes a process for starting 4-H clubs within a county. Topics include: what is 4-H?; the steps in starting clubs; decision-making; and organizing an informational meeting.

0162
4-H leaders hold the key: knowledge for educating our youth.
Lowry, K. Lafayette, Ind. : The Service. 4-H - Purdue University Cooperative Extension Service. 1989? . (706). 285 p. ill. (NAL Call No.: DNAL S533.F66F43).
This publication is a set of over 200

educational activity masters related to various 4-H projects. These activities can be used to improve club work, as independent study, as a part of project exhibits or as games for 4-H group workshops. The activities are categorized into the following areas, crop production, animal science, horticulture, independent living, mechanical/hands-on natural resources, personal development and small animal. The activities range from cross-word puzzles, word searches, parts identification, story problems, further exploration and matching exercises. All of the correct answers are listed on the back of each activity master. Included as the second main part of the book are several county project ideas, fundraising ideas, junior leader activities, leader development activities, promotion ideas and recognition ideas.

O163
4-H learn aboutleader's guide.
Fargo, N.D. : Cooperative Extension Service, North Dakota State University, 1987. Loose-leaf format. 1 v. (loose-leaf) : ill. ; 30 cm. (NAL Call No.: DNAL S533.F66F632).
Abstract: This series of lessons is designed to be used with 8-10 year old boys and girls and is intended to be a fun learning experience. The materials in this publication include 40 lessons with leader's guides. Topics for the lessons include: animals, plants, nature, mechanics, health and safety, nutrition, sewing, creative arts, economics, community, and personal development.

O164
4-H marine science project leaders guide /by Betty Jean Jesuncosky.
Jesuncosky, Betty Jean. New Brunswick, N.J.? : Dept. of 4-H Youth Development, Rutgers Cooperative Extension, Cook College, Rutgers University, 1989. Cover title: New Jersey 4H marine science project. 179 p. : ill. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL QH104.5.A84J4 1989).
Abstract: This project is a collection of educational experiences designed to provide an opportunity for adults and youth to learn about the marine environment. It includes lessons and activities that could be used by a 4-H volunteer leader or a classroom teacher on the following topics: 1) Habitats, 2) Organisms, 3) Career Exploration, and 4) Community Involvement. Each lesson includes background information, how to prepare for the activity and involve the participants, the actual steps to the lesson being taught, other resources and ideas on the same topic, and references that could be used. Additional resources such as planning guides, a bibliography, and types of evaluations are also included.

O165
4-H program orientationTom Rogers.
Rogers, Tom. Stacy, MN : Spectra Photo/Audio, 1989? . Presented at the 43rd Annual Conference of the National Associaiton of Extension 4-H Agents, Mobile, Alabama, Nov. 5-9, 1989.~ "1989 NAE4-HA Annual Conference."~ "414-T7."~ Title on program book: 4-H program orientation of university and government officials. 1 sound cassette (ca. 90 min.). (NAL Call No.: DNAL Audiocassette no.167).
Abstract: Turnover rate among Land Grant presidents, Extension directors, and other key administration positions at the state and local levels seems to be at an all time high. It seems like it's always time to orient another key influential to the 4-H program. The presenters, along with a select group of NAE4-HA members, prepared a seminar that will include several models for the orientation of officials and key leader at the state, district, county, or community levels. A written 4-H program orientation guide will be distributed at the seminar. The seminar is designed for county, district/area, or state 4-H professional staff.

O166
4-H youth programming with Alaska's multicultural youth audiences a report prepared for the Cooperative Extension Service, University of Alaska Fairbanks /by Susan W. Halbert.
Halbert, Susan W. 1988. Cover title.~ "December 31, 1988.". 42 leaves ; 28 cm. Includes bibliographical references (p. 35-42). (NAL Call No.: DNAL S533.F66H35).
Abstract: This report gives recommendations to the University of Alaska Cooperative Extension on how to refocus commitment to serving a minority youth audience unique to Alaska. First, the author provides a history of the 4-H Youth Development Program. Next, the problems preventing adequate service to minority youth are discussed. These include: use of old program models, staff selection and developmet, public image, and interpretation of national directions and issues. Following this, the author describes the problems specific to Alaska, including geographical constraints, cultural sensitivity, concept of volunteerism, finances, and staffing. The next section is a series of literature reviews on youth program development. The topics are current needs of youth, intercultural communication, and implementation strategies.

O167
4-H youth publications bibliographyNorth Central and Northeastern States.
Beltsville, MD : U.S. Dept. of Agriculture, Extension Service, National Agricultural Library 1982 . Cover title.~ "November 1982."~ Bibliography of 4-H publications in the collections of the National Agricultural Library.~ Includes index. 222 p. ; 28 cm. (NAL Call No.: DNAL aZ7164.Y8N3).
Abstract: This bibliography provides a

listing of 4-H publications in the
collections of the National Agricultural
Library from the North Central and
Northeastern States through 1982. The
publications are arranged geographical
by state with titles listed in
alphabetic sequence within each state.

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